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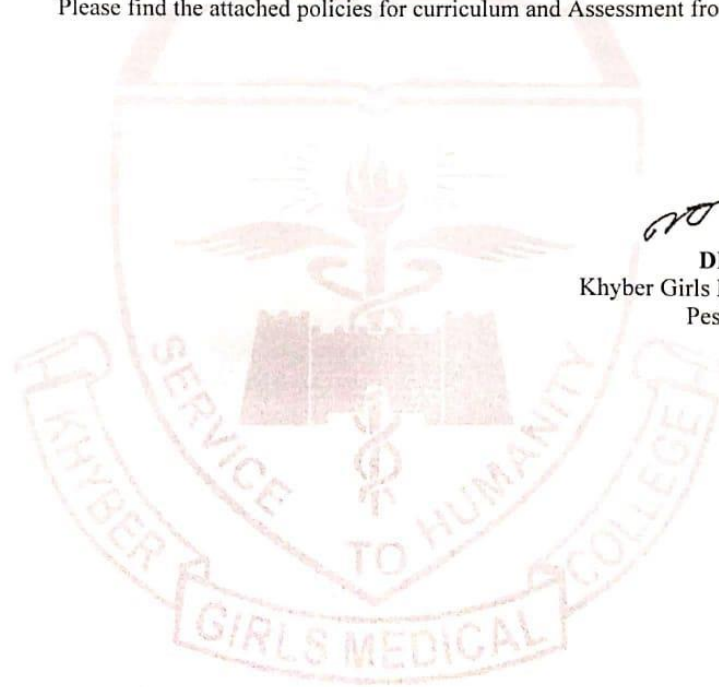
To

All Heads of the Departments
Khyber Girls Medical College
Peshawar

Subject: **POLICIES FOR FEEDBACK ON CURRICULUM
AND ASSESSMENT FROM STUDENTS.**

Sir/ Madam,

Please find the attached policies for curriculum and Assessment from Students.



DEAN
Khyber Girls Medical College,
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 which 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 heads of all departments in the College. These meetings are to be scheduled in the beginning of new academic year. In preparation for the said meeting with the Dean, HODs are requested to write a retrospective and prospective document giving an overview of the faculty member's work and their developmental plans including research, teaching, assessment and service. The HODs may address any issues of particular interest. This document will serve as at least a partial basis for discussion in the meeting. Additional issues may be broached by either the HODs or the Dean.
- 2. Department responsibility:** Each department in institution will formulate a process for mentoring and development of faculty which 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. Individual Faculty Development Plans**

An individual Faculty Development Plan is fundamental to a faculty member's professional growth and successful performance in teaching, scholarly activity,

and service. This plan should respond to the missions, goals, and objectives of the Department and College.

In consideration of the individual faculty member's priorities for professional growth and development, all academic faculty shall prepare and submit to the Department Head annual development plans that specify personal priorities in teaching or librarianship, scholarly activity, and service, as well as personal plans for promotion and participation in faculty development programs. Department Heads shall submit these plans to their Dean before start of new academic year.

- 4. 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 developments in each department and the impact of these developments on long range planning.

- 5. Faculty Exchanges**

Faculty are eligible to participate in Toledo faculty exchange programs as these may be arranged. Positive recommendation by the Dean, Associate Dean and Department Head is required. Provisions and conditions for faculty exchanges are contained in the policy for the Toledo Faculty Exchange program, which can be found in the Toledo faculty exchange committee TOR.

- 6. CPC (continuous Professional Competency)**

The aim of continuous Professional Competency is to help faculty manage their own learning and growth throughout the career. It is important that faculty continue to learn and develop to keep their skills and knowledge up to date and

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

7. Attendance in conferences:

Faculty will be allowed and facilitated to attend national level conferences and workshops for their capacity building and better learning experiences. However due to resource constraints, institution cannot facilitate international conferences and workshop's, though faculty will be allowed to apply for leave and attend the international conferences and workshop's on their own expanses.

8. Workshops and training opportunities for faculty within institution:

Institution will arrange workshops time to time for capacity building of faculty upon recommendation from Heads of departments. These workshops will be arranged on need base. Separate budget will be allocated for it through admin department while facilitation and organization will be done by Department of Medical education.

9. New faculty orientation:

Every year in summer break, the newly appointed faculty will be given a training session on teaching and assessment strategies.

10. Coping with new challenges in curriculum:

There is shift of curriculum from traditional system to integrated modular system. The faculty may need assistance in coping with new system. Department of Medical education will help, facilitate and support the faculty in coping with those challenges.

11. MPhil programs in basic sciences:

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

12. PG training in Hospital:

Hayatabad Medical complex is well known teaching hospital in the province for high quality post grade training in clinical sciences. Provisions and conditions for 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 admin department.

13. TORs for study leave:

- a. Study leave aims at applying for leave for acquiring 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 for 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 higher diploma the applicant must serve the same institution & would not apply for the same/higher post to other institution via proper undertaking/affidavit.
- g. The applicant should have prior approval of the said course from the related institution with stipulated timeframe & any monetary benefits thereof.
- h. Dean KGMC will forward the letter for the grant of study leave to the Chairman 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.