



**Alberta College**  
**Academic Staff Development Plan**  
**2019 – 2023**

	<b>Approved by</b>	<b>No.of Minutes/Decision</b>	<b>Date (YY/MM/DD)</b>	<b>Effective from (YY/MM/DD)</b>
<b>Basic version</b>	Director	-	2019.10.02.	2019.10.03.
<b>Amendments</b>				

Alberta College Academic Staff Development Plan 2019 - 2023 (APAP 2023) has been developed in compliance with the development priorities of the strategy of Alberta College and its programming period.

APAP 2023 has been developed by the Director of Alberta College in cooperation with the Board of Alberta College and heads of study directions – heads of methodological commissions, study programme directors; it has been discussed at the meeting of Alberta College Council.

## **Table of Contents**

<b>Aims and priorities of Academic Staff Development Plan .....</b>	<b>3</b>
<b>Renewal and career opportunities of academic staff .....</b>	<b>5</b>
<b>Image of Alberta College Academic Staff .....</b>	<b>6</b>
<b>Priority 1: Professional development .....</b>	<b>6</b>
<b>Priority 2: In-service educational training .....</b>	<b>8</b>
<b>Priority 3: Development of academic staff's digital skills .....</b>	<b>9</b>
<b>Priority 4: Enhancement of foreign language skills .....</b>	<b>10</b>
<b>Priority 5: Development of scientific and research skills .....</b>	<b>11</b>
<b>Improvement of Alberta College Staff Assessment and Motivation System .....</b>	<b>11</b>

## Aims and priorities of Academic Staff Development Plan

In 2019, Alberta College (hereinafter referred to as AC) approved its new development strategy (AKAS 2023), and the new Academic Staff Development Plan (APAP 2023) has been developed in compliance with it.

**AKAS 2023** states that "the main value of AC is its staff, which shares the same values, research and close ties with the industry, educational talent and the ability to act in a team." One of the strategic tasks of AKAS2023 is "For the provision of the study process, to ensure a team of professional academic staff supporting the quality of curriculum and implementation of the study process based on science and research, practical experience in the industry and close cooperation with employers and strategic partner higher education institutions."

When drawing up the AC Academic Staff Development Plan 2019 - 2023, the following has been taken into account:

- ✓ Article 27 (1) of the **Law on Higher Education Institutions** states that "The academic staff of a higher education institution shall consist of: 1) professors, associate professors; 2) docents, senior researchers; 3) lecturers, researchers; 4) assistants." While Article 2 of the above mentioned section states that "The academic staff of a higher education institution shall conduct scientific research, artistic creation work, and participate in educating students. The scope of the tasks of the academic staff shall be determined by a higher education institution."
- ✓ **Standards and guidelines for quality assurance the European higher education area (ESG 2015)** standard 1.5 "Teaching staff" stipulates that: "Higher education institutions have primary responsibility for the quality of their staff and for providing them with a supportive environment that allows them to carry out their work effectively. Such an environment: sets up and follows clear, transparent and fair processes for staff recruitment and conditions of employment that recognise the importance of teaching; offers opportunities for and promotes the professional development of teaching staff; encourages scholarly activity to strengthen the link between education and research; encourages innovation in teaching methods and the use of new technologies."
- ✓ As part of the **Quality Assurance Policy Framework Principles** the AC administration provides a single comprehensive vision of the activity and development of the College by establishing such organizational culture, which makes it possible for the staff to be actively involved in the decision-making process, task execution, demonstrating their initiative, by maintaining mutual respect and enabling an atmosphere promoting it, as well as AC is oriented towards continuous improvement.
- ✓ In accordance with **AKAS 2023 section "Staff"**, AC has the following priorities:
  - staff development, assessment, motivation;
  - development of methodological work;
  - in-service training for enhancing teaching skills;
  - professional development;
  - development of staff's digital skills;
  - promotion of scientific and research activities.
- ✓ In view of the other **sections of AKAS 2023**, it is important to keep in mind:
  - internationalisation, including the need to enhance foreign language skills;
  - academic responsibility and honesty;
  - other staff development – related aspects.

The aim of AC Academic Staff Development Plan

**The study process is provided by highly qualified academic staff.**

For achieving the aim **five development priorities** have been set:

1. Professional development;
2. In-service training for enhancing teaching skills;
3. Development of academic staff's digital skills;
4. Enhancement of foreign language skills;
5. Development of scientific and research skills.

For identifying individual needs for academic staff development and enhancement of competencies '**Alberta College Staff Assessment and Motivation System**' has been developed.

## Renewal and career opportunities of academic staff

Academic staff renewal principles are as follows: to attract Latvian and foreign professionals in the study programme areas both for teaching study courses and delivering guest lectures, as well as to attract young and qualified teachers; to support doctoral studies and encourage present doctoral students to develop and defend their doctoral thesis, as well as to support research work and professional development.

Implementing the renewal of academic staff, an individual approach is applied: assessment of the qualification, experience, motivation and loyalty to the College of each academic staff member. When planning opportunities for growth, wishes of the academic staff members expressed in their annual report and during development negotiations are taken into account. Academic staff have the following career opportunities:

- the traditional vertical growth: starting as a guest lecturer, then s/he may be elected as a lecturer and further – as an assistant professor (docent). In some cases, lecturers can be appointed also to administrative positions (e.g., programme director);
- Network-type growth: additional responsibilities are entrusted to a lecturer upon mutual agreement between the parties concerning working conditions.

AC aims at the following education background and work experience of its staff:

- Master's degree in the relevant field;
- professional experience in the sector;
- teacher training background, certification or experience;

as well as the following competencies:

- excellent communication and presentation skills;
- good digital skills;
- good foreign language skills (e.g. , the English language skills at least B2 level);
- a high sense of responsibility and understanding of the significance of academic ethics and integrity;

and readiness to:

- constantly upgrade their qualification;
- get involved in the AC meetings, work of methodological commissions and other institutions;
- use modern teaching methods in the study process;
- carry out research and creative activity;
- participate in mobility activities.

## Image of Alberta College academic staff<sup>1</sup>



### Priority 1: Professional development

Main results of this priority:

- teachers of all branch specific study courses have practical work experience;
- the AC staff are aware of the current topicalities and trends.

Activity	Result	Deadline	Person responsible	Related documents
To provide professional development opportunities in companies and organizations in Latvia and abroad for the teachers of specialised study courses who are not professional practitioners in the industry	At least one professional development opportunity is provided (placement, internship, a study with a deep involvement in work of the organization, etc. ) in a Latvian or foreign company or organization for a teacher of the study direction, who does not have practical experience in the industry in last 6 years, or no practical experience at all	Each year (If applicable)	Head of the study direction	AKAS 2023: M3V1U5, M3V1U3, M3V1U4 tasks

<sup>1</sup> Soft skills: excellent communication and presentation skills, a high sense of responsibility and understanding of the significance of academic ethics and integrity, good foreign language skills; Digital literacy: communication, information processing, content creation, security, problem solving; Professional skills: Master's degree and professional experience in the branch, teacher training background, certification or experience, research competence.

<p>To promote the organisation of guest lectures, seminars, creative workshops of branch professionals and study visits within the framework of study courses</p>	<p>At least one activity within the framework of a specialised course is organised involving branch professionals: a guest lecture, seminar, creative workshop, study visit etc.</p>	<p>Each semester</p>	<p>Head of the study direction</p>	<p>AKAS 2023: M2V1U6 task</p>
<p>To provide opportunities to participate in extracurricular activities organized by AC , including “Lectures of Stars”, guest lectures, AC business forum, a scientific research conference, a methodological conference, etc. , to inform about them by publishing information on the AC website, <i>Moodle</i> section ‘Administration’, as well as sending informative letters on the current events in the industry and discuss them in Methodological Commission meetings</p>	<p>All information is placed on the AC website and the most important information is reduplicated or placed on <i>Moodle</i> section ‘Administration’</p> <p>If necessary, an informative letter is sent to the academic staff of all study courses on topical issues</p> <p>Each Methodological Commission meeting starts with an exchange of information about topicalities in the industry</p>	<p>Continuously</p>	<p>Director of AC</p> <p>Head of the study direction</p> <p>Head of Methodological Commission</p>	<p>AKAS 2023: M2V2U5 task</p>
<p>For expanding the angle of vision and informal exchanging of experience, to organise discussions on various topics within the project "Discussions over a cup of coffee"</p>	<p>At least one is discussion organised</p> <p>At least 12 staff members take part in the discussion</p>	<p>Each year</p>	<p>Director of AC</p>	<p>AKAS 2023: M2V2U5, M3V3U4, M5V1U2 tasks</p>

## Priority 2: In-service educational training

Main results of this priority:

- all teachers have explicitly worded learning outcomes of their study courses, a structured e-course, latest literature and other sources of information are used.
- academic staff use modern teaching and learning methods in the study process.

Activity	Result	Deadline	Person responsible	Related documents
To organise training or to provide opportunity to take teacher training courses	The needs of each teacher are identified, academic staff are informed about available funding and opportunities	Once a semester	Director of AC	AC budget  AKAS 2023: M3V1U3 task
	All academic staff members have teacher training education background or a valid certificate (training once in every 6 years)	2023		
To organise face-to-face or online methodological seminars or summer schools on topical themes	At least one seminar or summer school  More than 50% of academic staff members participate in a seminar or summer school	Each year	Director of AC	AKAS 2023: M3V1U2 task
To hold methodological conference on teaching and learning	At least three teachers of each study direction participate in the conference	Each year	Director of AC	AKAS 2023: M3V1U2 task
To ensure availability of video instructions and regular individual consultations for the development and revision of study courses	Latest video instructions for developing a study course description are inserted in <i>Moodle</i> section 'Administration'  Consultation times are set	Continuously	Director of AC	
To ensure regular individual consultations for structuring e-courses	Latest video instructions for structuring e-courses are inserted in <i>Moodle</i> section 'Administration'  Consultation times are set	Continuously	E-environment Coordinator	



### Priority 3: Development of academic staff's digital skills

Main results of this priority:

- level of academic staff's digital skills is sufficiently high;
- academic staff actively use their digital skills in the study process and research (e-environment, communication, teaching and learning methods).

Activity	Result	Deadline	Person responsible	Related documents
To organise regular face-to-face and distance training for mastering digital skills of different levels	<p>Four trainings are organised:</p> <ul style="list-style-type: none"> <li>- for beginners, face-to-face training;</li> <li>- for beginners, training in e-environment;</li> <li>- face-to-face training for teachers with prior knowledge;</li> <li>- for teachers with prior knowledge, training in e-environment</li> </ul> <p>E-learning video recordings or video instructions are placed in <i>Moodle</i> section 'Administration'</p>	At the beginning of each semester	E-environment Coordinator	AKAS 2023: M3V1U7, M3V1U3 tasks
To ensure regular individual consultations on <i>Moodle</i> and <i>BBB</i>	<p>Latest video instructions for working with <i>Moodle</i> and <i>BBB</i> are inserted in <i>Moodle</i> section 'Administration'</p> <p>Consultation times are set</p> <p>90% of academic staff actively work in e-environment</p>	Continuously	E-environment Coordinator	AKAS 2023: M3V1U7 task
During meetings of Methodological Commissions, as well as in seminars, conferences, summer schools, etc., to organise exchanges of information on current possibilities to use digital tools in the study process and research	The topic of digitalisation of the study process and research is included in the programme of at least one event	Each year	Head of the study direction	AKAS 2023: M3V1U6 task

#### Priority 4: Enhancement of foreign language skills

Main results of this priority:

- the level of foreign language – primarily the English language – skills of academic staff is sufficiently high (at least B2 level);
- academic staff actively use English in their day-to-day work.

Activity	Result	Deadline	Person responsible	Related documents
To organise regular face-to-face and distance training for mastering English language knowledge and skills of different levels	The needs of each teacher is identified and, as a result of testing, the level of skills has been identified, academic staff are informed about available funding and training opportunities	Once a semester	Director of AC	AKAS 2023: M2V4U5, M3V1U3 tasks
	Two trainings are organised: <ul style="list-style-type: none"> <li>- for beginners, face-to-face training or in e-environment;</li> <li>- for teachers with prior knowledge, face-to-face training or in e-environment</li> </ul> Materials and e-learning video recordings (if applicable) are placed in <i>Moodle</i> as a specially designed study course	Once a year		
To promote the preparation of lectures in English  To organise international mobility for academic staff	Each teacher has at least one theme/lecture or study course prepared in English (for admitting foreign exchange students, as well as for strengthening the international dimension of the AC student education)  At least one mobility during the programming period is provided for each teacher	Each year	Director of AC  <i>Erasmus+</i> Coordinator	AKAS 2023: M2V4U2, M2V4U5, M3V1U4 tasks
To promote the involvement of academic staff in research groups, in international studies, projects, conferences, etc.	Participation in at least one research or project during the programming period is provided for each teacher	Continuously	Head of the study direction	AKAS 2023: M3V2U3, M3V2U4, M3V2U8 tasks

**Priority 5: Development of scientific and research skills**

<b>Activity</b>	<b>Result</b>	<b>Deadline</b>	<b>Person responsible</b>	<b>Related documents</b>
These priorities, in order to be linked with the development of the AC scientific and research activities, are to be included in the planned activities and expected outcomes of the introduction and implementation plans of 'Development Strategy of Scientific, Research and Creative Activities'	'Development strategy of Scientific, Research and Creative Activities' and its implementation plan have been developed	year 2019	Director of AC	AKAS 2023: M3V2U1 task

**Improvement of Alberta College Staff Assessment and Motivation System**

<b>Activity</b>	<b>Result</b>	<b>Deadline</b>	<b>Person responsible</b>	<b>Related documents</b>
In view of the planned outcomes included in this plan, to develop 'Alberta College Staff Assessment and Motivation System', to develop an improved system implementation plan	'Alberta College Staff Assessment and Motivation System' and its implementation plan have been improved	year 2019	Director of AC	AKAS 2023: M3V1U1, M3V1U3 tasks