جامعة الخليج الطبية
GULF MEDICAL UNIVERSITY
ACADEMIC HEALTH CENTER

GMU-POL-S05-006 - Professional Development Policy for Faculty and Staff

Standard 05: Faculty and Professional Staff

Process Owner HR department

Prepared by Senior Manager, HR

Reviewed by Group Chief HR Officer Task Force appointed for review of GMU Policies and Procedures Manual

BOT Approval Approved

First Issue Date 01/01/2014

Last Review Date 14/10/2025

Modification History

Policy / Version Number	Date	Revision Summary
1.1	01.01.2019	Revision- Format changed with inclusion of document control information
1.2	05.07.2020	Revision-Format changed as per revised Template
1.3	07.07.2023	The procedure for budget allocation for professional development program have been elaborated.
1.4	14.10.2025	Additions related to Vocational staff training

Relevant to GMU Faculty and Staff. Quality Assurance & Institutional Effectiveness Unit (QA&IEU)

Used with Not Applicable

Purpose and Scope

Human Resources constitute the backbone of the University. Faculty and Staff development is imperative to ensure and enhance quality in Higher Education. The purpose of this policy is to have a proper mechanism for development of all faculty and staff of GMU. Gulf Medical University is committed to provide a supportive and rewarding environment for all faculty and staff in order to increase performance effectiveness in presently held positions, as well as to encourage faculty and staff to obtain skills, knowledge, and abilities, which may improve opportunities for career advancement within the University.

This policy also applies to all staff engaged in Vocational Education and Training (VET) at Gulf Medical University, including trainers, assessors, internal quality assurers (IQAs), and learner-support personnel under the National Qualifications Center (NQC) framework.

It ensures these staff are qualified, occupationally competent, and receive ongoing professional development.

Abbreviations and Definitions

- **GMU:** Gulf Medical University
- **QA&IEU:** Quality Assurance & Institutional Effectiveness Unit
- **HR:** Human Capital Management

- **FPRDS:** Faculty Performance Review and Development System
- **Career development:** The process of enabling staff members to plan and engage in career development activities that will improve staff members career prospects and job progression or promotion.
- **Faculty Performance Review & Development System (FPRDS):** It is a system which includes an annual appraisal system for all faculty that links performance review with the professional development goals and activities. The FPRDS is based on the faculty members' responsibilities and expectations as detailed in the Faculty Handbook.
- **Staff Performance Management System**: It is a system to enhance communication between supervisors and employees regarding employee performance and to link employee performance to the accomplishment of GMU's objectives. (Refer Staff Handbook)
- **Professional Development Programs:** Range of both formal and informal professional development activities that broaden the scope of professional capabilities of staff members in relation to current roles and responsibilities.
- **VET:** Vocational Education and Training.
- **NQC:** National Qualifications Center, UAE.
- **Assessor:** A qualified faculty or trainer who assesses learner competence within NQC assessment framework.
- **Internal Quality Assurer (IQA):** A qualified individual responsible for verifying assessment quality, maintaining consistency, and ensuring compliance with NQC and GMU policies.

Policy

POLICY FOR CONDUCTING PROFESSIONAL DEVELOPMENT PROGRAMS

GMU shall provide Faculty and Staff with the opportunity to:

- Develop capabilities that align with the University's strategic goals.
- Develop a career progression plan and participate in career development activities that extend and enhance the Faculty and Staff member's capabilities and capacity for advancement within the University.
- Equally access professional development programs/events.

POLICY FOR ATTENDING PROFESSIONAL CONFERENCES

- The faculty shall be eligible for attending conferences only after completion of the probation period.
- Faculty, after the probation period and with less than one year in service, on approval of the application from the Chair of the Department and Dean, shall be eligible for:
    - Paid leave for a maximum of seven days in a year
    - Reimbursement of Registration fee in full for one accredited conference, once a year
    - Travel and hotel expenses, once a year, subject to presenting an original paper in the conference relating to work conducted in GMU with due approval.
- Faculty on completion of more than one year in service, on approval of the application from the Chair of the Department and Dean, shall be eligible for:
    - Paid leave for a maximum of ten days in a year
    - Reimbursement of Registration fee in full for one accredited conference, once a year
    - Registration fee in full plus 50% of the cost of air tickets and hotel expenses subject to a maximum AED. 2500/- in a year in case the faculty is invited to participate as Chairman / Speaker / Resource person / Organizer / Moderator. A copy of the scientific program displaying his/ her name must be submitted as evidence. Prior approval must be sought before accepting the invitation.
    - Registration fee in full plus 100% of the cost of air tickets and hotel expenses

subject to a maximum of AED. 5000/- in a year, in case the faculty is to present an original paper in the conference relating to work conducted in GMU. Documents of evidence must be submitted for the same.

POLICY FOR VOCATIONAL STAFF DEVELOPMENT

- GMU shall ensure that all staff engaged in VET delivery are qualified and occupationally competent, as defined by NQC standards and QFEmirates requirements.
- The Human Resources Department, in collaboration with the Quality Assurance & Institutional Effectiveness (QA&IE) Deanship, shall verify that all vocational staff appointed as Trainers, Assessors, or IQAs meet the required professional and industry qualifications.
- GMU shall conduct a Vocational Induction Program for newly appointed VET staff, covering:
  - Overview of the UAE VET system, NQC, and QFEmirates.
  - GMU's vocational assessment and verification framework.
  - Roles and ethical responsibilities of Trainers, Assessors, and IQAs.
  - Use of NQC approved assessment moderation, and learner feedback procedures.
- All vocational staff shall complete regular continuing professional development (CPD) relevant to their occupational area, pedagogy, and NQC compliance.
- The QA&IE Deanship shall maintain a register of vocational staff competencies, including assessor/IQA qualifications, training history, and CPD records.
- Annual performance reviews for vocational staff shall include assessment of NQC compliance, learner feedback, and participation in professionaldevelopment.
- The QA&IE Deanship shall monitor and report annually on vocational staff development compliance as part of the institutional quality review and NQC provider re-endorsement processes.

Procedures

PROCEDURE FOR CONDUCTING PROFESSIONAL DEVELOPMENT PROGRAMS

- The FPRDS and staff performance management system results for the current year shall highlight the training and professional development requirement plan for the Faculty and Staff.
- The training plan is mutually discussed and developed by the supervisor and the faculty/staff.
- The training/professional development budget for faculty and staff shall be presented to the Deans and approved by the University Council to be considered in the annual university budget.
- Quality of all training/professional development programs shall be evaluated by QA&IEU through surveys. Feedback report of these surveys shall provide input in the development of future programs.
- The annual performance review in the subsequent of the faculty/staff member highlights the effectiveness of the training implemented.
- For vocational education staff, HR and QA&IE shall jointly identify professional development needs through analysis of program audits, internal verification reports, and NQC feedback. The resulting **Vocational Staff Development Plan** shall outline specific workshops, assessor/IQA refresher training, and NQC updates. Completion evidence shall be recorded in staff performance portfolios.

Responsibilities

HR & QA&IE: Joint accountability for vocational staff professional development, monitoring

compliance, and maintaining competence records.