

Professional Development Coordination Office: Role Description

The Professional Development Coordination Office primarily runs all in-service training programmes within the School of Foreign Languages and is responsible for the activities listed below.

Duties and Responsibilities

1. 1. Organise activities (seminars, idea-generation meetings, conferences, etc.) to support the professional development of academic staff in the department.
2. 2. Determine seminar topics in line with requests from the relevant Vice Director or from instructors; organise the necessary events and activities; and provide oral or written reports to the relevant Vice Director.
3. 3. After each activity, gather feedback from instructors and submit a report to the relevant Vice Director.
4. 4. Where necessary, organise presentations, seminars, workshops and similar activities on various topics-drawing on the expertise of colleagues within the institution as part of professional development-and prepare a report on these activities.
5. 5. Collaborate with relevant academics at other universities to deliver seminars and organise professional development events.
6. 6. When deemed necessary by the relevant Vice Director, conduct in-class observations, provide feedback to the observed instructors and submit a report on the observations to the relevant Vice Director.
7. 7. If the Vice Directors identify an educational issue, carry out an action-research process aimed at resolving the problem, preparing as needed and working in coordination with the course instructor concerned.
8. 8. Record meetings held within the Office and notify the relevant Vice Director of the decisions taken.