



UNIVERSITETI I GJAKOVËS
"FEHMI AGANI"

SENATE

Ref.

Datë:

ACADEMIC DEVELOPMENT PLAN

Gjakova, 2020

1. INTRODUCTION

University takes the responsibility for creating a working environment which enables all the staff members develop and apply their capacities and abilities to support mission and vision of the University "FEHMI AGANI" in Gjakova.

The academic development plan drafting is aiming the identification of key activities of the University for staff development as well as reflection on the general needs on development of individuals in specific, to support staff and face changes.

The academic development plan, is a document that ensures academic staff modest conditions for development, advancement and academic promotion. Full implementation of this plan, stimulates the staff to deal with research scientific activities, publishing in international scientific magazines, participate in scientific conferences, to achieve scientific grades and academic vocations as well as preparation of publications to enrich scientific composition and cover the study fields in the frame of fields where literature is insufficient. The academic development plan is dedicated to academic staff, with the purpose of development and advancement of teachers in research and pedagogical part, that to the study programs ensures a qualitative academic functionality.

The academic development plan relies in these strategic objectives, dissolved in specific objectives, as well as activities for achieving these objectives.

Strategic objectives where academic development plan relies, are:

- Development and advancement of academic staff;
- Support for academic staff in scientific researches and
- Support for academic staff in publication issuance.

The academic development plan supports the distribution of university learning and teaching plan. Actually, in UFAGJ are engaged 62 full staff members, from which 42 are professors and 20 teaching assistants. For accomplishment and fulfillment of contemporary standards, UFAGJ has established the counselling team for advancement of academic development.

The academic development plan is a detailed plan of means and activities, which helps members of university staff to develop professionally and to improve the quality of their work. It creates equal possibilities for all academic staff and involves all its categories.

University of Gjakova "Fehmi Agani" treats academic staff as one of its fundamental resources. It is dedicated to help each staff member to develop professionally during

his/her work in this university. University is dedicated to enable them continuous professional development, knowing that direct beneficiaries of this development are our student as well as society.

University aims to continuously identify and recognize the staff needs for professional development and enable them everyday development, in order that investment in this field brings benefits for students and society.

Vision and mission

Vision: University "Fehmi Agani" in Gjakova targets transformation into an important center of academic development, qualitative education of students and sustainable development of academic staff and as such is dedicated to create, promote and transfer knowledge and serve to society.

Mission: University "Fehmi Agani" in Gjakova aims to increase the professional level of academic staff through creation of equal possibilities for academic development and to be competitive in European high education.

2. RESPONSIBILITIES FOR PLAN IMPLEMENTATION AND REVIEW

2.1. Management responsibilities

The Rector of UFAGJ is responsible for revival of ADP also for monitoring of implementation and coordination of all activities of academic staff. He ensures that academic units have planned, drafted, implemented and supervise the academic development plan and have implemented it. For the level of plan implementation in academic units, coordinators of ADP in academic units report to Rector, respectively to Vice rector for Academic Issues at least twice a year. Also, at least once a year, he meets with the deans of academic units, vice deans for teaching and responsible office for academic development. The Deans of academic units draft a report for the level of academic staff development and present the needs for new actions. The proposed policies are afterwards discussed with the University management and after their approval are part of ADP. The Vice rector for academic issues and respective office makes the invitation for organization of training sessions for new policies.

University, as well has the Office for excellence in teaching (OET). This office identifies the needs and will develop resources for teaching and learning promotion in our University. OET supports academic development for academic units in order to improve the students learning through expanded teaching effectiveness. OET struggles to ensure programs and resources in fields such as learning technology, distance and internet learning, critical thinking and class management. The OET coordinator work in cooperation with other University offices to inform academic units through electronic mail for possibilities of academic development, distribution of learning resources and coordination and insurance of local workshops and different events.

Evaluation of academic staff

The performance evaluation process for academic staff of UFAGJ offers considerable possibilities for staff to achieve personal and professional purposes which are in accordance with strategic and operational plans of academic units. This process supports the creation of a continuous culture of learning and performance improving in all academic units of UFAGJ and is a core contribution in promoting academic staff especially.

To achieve this target, University will undertake these measures/activities: Functional mechanisms for academic performance measuring as specified in the manual for academic staff performance evaluation; Training of academic staff in drafting individual development plans; Drafting and approval of a manual for performance measurement for academic staff. UFAGJ will provide budget for creation and functionalization of mechanisms for performance evaluation.

Measuring indicators: Mechanism for academic performance measurement is functionalized; Individual plans for academic development are drafted and approved by the academic unit deans; Manual on academic staff performance evaluation is implemented by all academic units..

Increase of academic staff number

UGJFA has continuously increase the number of academic staff and will continue doing this in coming years by admitting new academic staff, increasing the number of academic staff advanced in Proff.Assoc.Dr and Prof. Dr. And will contribute also in creation of scientific doctoral programs.

To fulfill this aim, university will undertake these measures/activities: Increase of academic staff number with doctor of science grade for 30% from actual level; increase of staff with academic vocation Associated Professor, Full Professor for 10-20%. UFAGJ provides budget for creation and increase of academic staff number and their advancement in academic vocation.

Measuring indicators: number of academic staff increased for 30%; number of advanced staff in academic vocation

2.2. Individual responsibilities

Academic staff is responsible before all for designing carefully of Individual Plan for academic Development (IPAD) as well as ensure that foreseen and approved activities from this plan will affect in improving their academic lives and career development in efficient and effective way.

Academic staff members shall reflect continuously for their achievement from ADP, to review it, to propose changes and amendments, in order to ensure that their aims for academic development are achieved.

The purpose of staff academic development is to ensure to every staff member the possibility to analyze his/her needs for development, to establish specific short term and long term purposes and to decide which possibilities fulfill better those needs and purposes. The process of academic development plans for staff, shall stimulate self analysis and sustainable planning. The staff member starts with a self evaluation towards specification of purpose and specification of best activities for development that will help staff members in fulfilling their purposes, whether through achieving scientific grade and academic vocations, technological skills, experience in industry or participation in professional conferences and seminars. While using individual plans for academic development, as a guideline to develop abilities of workers to advance in their career, ADP also helps supervisors to support the development of staff member. Supervisor can ensure to staff member training for development of objectives and creation of a time

deadline and ensuring resources. Supervisor also shall monitor the progress that staff is making towards their objectives.

2.3. Plan review

The academic development plan will be reviewed before beginning of every academic year, by the responsible office, in cooperation with coordinators of academic unit and Vice rector for academic issues. They propose to the UFAGJ Senate changes/amendments in policies for coming academic year.

2.4. Identification of academic development needs

Supervisors and staff shall use the annual performance evaluation to review previous achievements, abilities, and to identify training needs. In the evaluation period, supervisor and staff member put aims for coming year. Aims will be related to work, such as increasing service levels or aims can be drafted to improve abilities or staff members education and to challenge staff members for the next step in their career. Intercultural competence of employees and the way how to improve the intercultural competence shall be discussed and included in evaluation process.

Supervisors should analyze the actual level of staff abilities to specify where improvements are needed to continue as an innovative institution in teaching.

3. TEACHING

3.1. Welcoming new academic staff

Welcoming ensures that new staff engaged in our University will take necessary information in order to be productive members of the team. UFAGJ has developed a welcoming program in order to ensure to supervisors an easier mechanism to set appropriate equipment before the first working day for new staff.

Department for academic development sets an orientation meeting for new academic staff, that lasts one to two hours. In this meeting new staff will be shown the key staff policies and necessary trainings.

To the new staff are ensured two orientation days. The orientation is done before the semester beginning in order that they take all the sufficient information, and have the the overloading effect of new staff members since they are ready to begin with learning process.

University offers appropriate trainings for electronic systems, university policies and procedures, concretely their working duties. Semestral meetings will be realized with all the staff including new staff, where will be discussed on academic development plans, types of trainings etc.

All the new staff should take place in the welcoming session in their first week. During this session will be organized a visit to the University campus in order to present them to their colleagues and students.

3.2. Teaching

Learning and teaching plan foresees that change expands in the culture and practice of the teams and groups, departments and faculties, but supported by structures to favorize the working manners that reflect best practices and support of cultural changes. This Plan presents the collaborating work with academic colleagues within and outside institution including professors, assistants, doctoral students in the future and leaders. The team of academic development will also work with institutional services and the Students Union. The purpose of the team is to offer efficient, effective and transparent service that is able to respond and to support individual needs, needs of the faculty and institutional ones related to development of best practices of academic staff.

Before beginning the academic year, university organizes a daily workshop, mandatory for new staff, on teaching techniques, and there they have the possibility to express their skills for their teaching experiences. Experienced staff should help new staff during syllabus preparations, class/exercises management, filling out administrative documentation, etc.

3.3. Teaching quality improvement

University "Fehmi Agani" in Gjakova is a community of academic staff, administration, students and other parts of interest. Advancement in teaching and learning is a priority and can be achieved only through cooperation within this community. UFAGJ also is a center of long life learning for its staff, offering conditions that enable advancement of their pedagogical capacities with the student in the center of attention. To ensure that teaching and learning of students are of a high quality, UFAGJ is dedicated to create a structures system of need identification for academic development of each academic staff member as well as monitor their addressing.

To fulfill this aim, university will undertake these measures/activities: Academic staff training for drafting and reviewing of syllabuses conform National Qualification Framework; Training of staff for reviewing and drafting of study programs conform needs of the market and according to new accreditation standards ; development of modules for "Training of Trainers" on advanced methods of teaching, offering training on advanced methods of teaching and student evaluation. UFAGJ foresees budget for implementation of these activities or ask for support from donators.

Measuring indicators One training within year for all full time academic staff of UFAGJ; one training within year for trained program carriers; training modules drafted for "Training for Trainers" on advanced teaching methods.

Programs

In order to address the needs of the labor market and new developments in society and culture within and outside the country, UFAGJ reviews existing study programs and will develop new programs. To fulfill this aim, university will undertake these measures/activities: Training the staff for designing new programs conform requests of labor market; Staff training for creating and implementation of joint programs with other local and international universities. UFAGJ foresees budget for staff training for designing joint programs.

Measuring indicators are: Trained staff for reviewing of actual programs and designing of new programs

conform needs of the market. Trained academic staff to design and implement joint programs.

4. RESEARCH AND PUBLICATIONS

4.1. Research

Along teaching at University, there are implemented also research projects by the staff and students. In each academic unit practical and research work is mandatory as well as preparation of diploma thesis in the respective level of studies. The research methodology is specific for each field of research and in accordance with applicable standards and acceptable in international level. Preparation, processing, interpretation and publication of results, is done according to the pre specified standards as to the research method. The office for excellence in teaching will build capacities and abilities while motivating and engaging the staff through offering sessions related to scientific practice and projects, to improve and develop academic practice.

4.2. Publications

UFAGJ in the academic development plan has foreseen that each academic unit has its own specialized journal. ADP re-emphasizes the necessity that university develops capacities for establishing, redaction and indexing of specialized journals of academic units as mentioned in the strategy for scientific researches.

4.2.1. Publication in indexed journals and credible databases

According to the University Statute, for each academic vocation is needed a certain number of scientific articles, so the University staff is encouraged that their publication publish in international indexed journals and credible databases such as: WEB OF SCIENCES, SCOPUS, WorldCat, EBSCO and DOAJ.

Aiming to keep academic staff informed with updates from these journals as well as the manner of accessing these journals, University organizes regular annual informing sessions, and in request individuals for academic staff. Usually, these sessions are open for all, but stressing new staff. The University, within year will support financially the academic staff for participation in international conferences and publication of scientific papers.

Publication of university scientific papers/monographies

University, through Publishing Council, will address the needs of academic units for university books/monographies, that will be used as primary literature or secondary one in the accredited study programs. Management, in cooperation with the Publishing Council will design a Plan for fulfilling of the needs of the study programs with primary

literature. In three first years, books/monographies that will be supportet for publishing sould be included as primary resourcs in the progras of subject and should coincide the program purposes..

Publication in international scientific journals is financed by UFAGJ, after the previous approval by te commission for scientific research as to this cathegorization:

1.Publishing in international journals indexed as to AI of MEST Nr.01-2018 dt. 19.01.2018, article 3, par.1.1 and 1.2 specifically in: WEB OF SCIENCE and SCOPUS are stimulated with 1000€ (one thousand €) for paper,

2. Publishing in internationl journals indexed as to IA of MEST Nr.01-2018 dt.1 9.01.2018, article 3, par.1.3 and 1.4 and 1.5 specifically in WorldCat, EBSCO and DOAJ are stimulated with 500€ (five hundred €) for paper .

4.3. Promotion of innovation

UFAGJ in its policies promotes continuously innovation in the process of teaching and learning, and for this encourages cooperation within academic units/departments within academic units in order to create innovativ study programs in all study levels. This, for the fact that participation in new processes of innovation asks for abilities and skills that enable exchnge, co-creation based on trust and cooperation. Innovation in teaching and learning is possible also through close cooperation between academic community of UFAGJ and external acters such as businesses, other public and private institutions also with other institutions of hig education in and out the country.

Mesures/activities: eTo fulfill this aim, univerity will undertake these measures/activitie Establishment of a Commision fpr Teaching snd Lerning; Establishment of a Task Force to promote innovation in teaching and learning; Designing of a summary of respective innovative practices applied successfully in international universities. There are documented successful innovative practices within UFAGJ; It is designed an action plan with awareness raising activities for innovation in teaching and learning Budget is four (4) years, XXX.XXX euro Measuring indicators: Established Commission for Traching and Learning and Task Force to promote innovation in teaching and learning, Summary of successful innovative practices of teaching, designed and documented as well as UFAGJ practices; Innovative practices, applied in teaching and increase of number of creative programs designed and accredited.

ACADEMIC DEVELOPMENT PLAN

The designing of this plan is based in the activities foreseen in the University Strategic Plan, in the questionnaire “Academic staff self evaluation”, individual plans of academic staff and in needs of academic staff which are evidenced through an email where they were asked to declare if they need trainings, and if yes what kind. This plan is designed every academic year and its monitoring and implementation it is done by the Team for Academic Development supported by the Office for Excellence in Teaching.

Activity	Number of staff to be trained	Deadline	Budget UFAGJ	Budget Donators	Responsible office	Indicators
Training for project drafting and their implementation	5	May 2021	5,000.00		ZKSH, Experts	Number of trained staff
Training on statistics software usage (SPSS and Nvivo)	15	September 2021	3,000.00		ZIT, ZZHAPM, Ekspertet	Number of trained staff
Lectures in international universities (mobility)	10	January-December 2021	15,000.00		ZBN, ZZHAPM, ZKSH	Number of mobilities
Trajnim i stafit akademik per organizimin e ligjeratave në distance - online	10	May 2021	500,00.		ZIT, ZZHAPM, Experts	Number of trained staff
Traing of staff on English Language, especially in terminology, style and format in writing scientific papers.	45	June-December 2021	10,500.00		ZZHAPM, Experts	Number of trained staff
Training for university academic staff relating to usage of new modules of SMU, especially in communication with students and sending learning materials to students.	30	September 2021			ZIT, ZZHAPM	Number of trained staff

Trainings- welcoming meetings for new staff (a daily workshop on teaching and evaluation methods)	15	September 2021	500,00	-	ZZHAPM	Number of trained staff
Academic staff study visits outside the country	15	January-December 2021	15,000.00		ZBN, ZZHAPM	Number of visits outside the country
Training on using new technologies in teaching, evaluation and research. This training will include usage of new technologies as smart boards, smart rooms	45	June-October 2021	3,000.00	-	ZIT, ZZHAPM, Ekspertet	Number of trained staff
Training on using applications and programs, as: power-point, excel, online testing, monkey-survey, Kahoot iSpring QuizMaker , etc.	10	June-October 2020	500,00	-	ZIT, ZZHAPM, Experts	Number of trained staff
Participation in scientific conferences	55	January-December 2021	27,500.00	-	ZZHAPM, ZKSH, ZBN	Participation in conferences
Implementation of other research activities that contribute in capacity building of academic staff as foreseen in the scientific strategy	30	January-December 2021	10,000.00		Academic staff, Academic units, ZKSH, ZZHPM,	Number of expeditions
Financial stimulation of academic staff for scientific publications	50	January-December 2021	30,000.00			Number of scientific publications
Publications (editions) of UFAGJ (University books, monographies)	20	January-December 2021	24,000.00		ZZHPM, ZKSH	Number of editions

2. ACADEMIC DEVELOPMENT PLAN FOR 2021 – 2025

BUDGET PLANNING FOR ACADEMIC ACTIONS 2021 - 2026	General number of participants/ for participant unit	Budget UFAGJ/ euro	Budget Donators	Responsible office	Indicators
Academic development plan for year 2021	285	145,500.00		ZZHAPM, ZKSH, ZIT, ZBN	Number of trained staf/ visits outside the country/ mobilities/ research expeditions/ participants in conferences
Academic development plan for year 2022	320	170,000.00		ZZHAPM, ZKSH, ZIT, ZBN	Number of trained staf/ visits outside the country/ mobilities/ research expeditions/ participants in conferences
Academic development plan for year 2023	320	170,000.00		ZZHAPM, ZKSH, ZIT, ZBN	Number of trained staf/ visits outside the country/ mobilities/ research expeditions/ participants in conferences
Academic development plan for year 2024	350	200,000.00		ZZHAPM, ZKSH, ZIT, ZBN	Number of trained staf/ visits outside the country/ mobilities/ research expeditions/ participants in conferences
Academic development plan for year 2025	350	200,000.00		ZZHAPM, ZKSH, ZIT, ZBN	Number of trained staf/ visits outside the country/ mobilities/ research expeditions/ participants in conferences