



**PROCEDURE: Development of Faculty**

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Procedure Owner	Dean:Teaching&Learning		
<b>Review Register</b>		<b>Date</b>	<b>Signature</b>
Approved by QMS Sub-committee	QMS Chairperson	01/08/2018	Name: Louise Fuller Signature:
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Revision Frequency	Annually		
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Review History			

**Related documents**

<b>Da Vinci internal</b>	<b>Other/External</b>
(e.g. Policies, Regulations, Guidelines, Contracts) <ul style="list-style-type: none"> <li>• Policy: Appointment, Management and Development of Faculty</li> <li>•</li> </ul>	(e.g. Legislation, DHET and CHE directives and guidelines) <ul style="list-style-type: none"> <li>• Constitution of the Republic of South Africa: 1996</li> <li>• Higher Education Act (Act 101 of 1997)</li> <li>• CHE: Higher Education Quality Committee (HEQC) Criteria for Programme Accreditation: November, 2004</li> <li>• Labour Relations Act (Act 66 of 1995) as amended</li> <li>• CHE: Distance Higher Education Programmes in a Digital Era: Good Practice Guide, 2014</li> <li>• SAQA: National Policy and Criteria for Designing and Implementing Assessment for NQF Qualifications and Part Qualifications and Professional Designations in South Africa, 2017</li> </ul>

<b>Website address of this document:</b>	<b><a href="http://www.davinci.ac.za">www.davinci.ac.za</a></b>
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## Procedure Description

This procedure document will be the process followed for the integrated development of all faculty.

Step	Description	Notes
<b>A</b>	<b>Fundamental development - Onboarding</b>	
1	The Da Vinci Way: Mode 2, engagement	
2	Mode 2 learning methods and facilitation techniques (including distance and online learning)	
3	Assessment principles, critical reviews, methods and tools	
<b>B</b>	<b>Continuous Professional Development (CPD)</b>	
1	The Conceptual Frames guiding Da Vinci (QMS preamble)	
2	Quality Assurance in the higher education context	
3	The research onion	
4	The NQF Level Descriptors	
5	Combined: Conceptual frames: TIPS	
6	Adult learning principles	
7	Student support	
8	Lessons Learnt: Post-graduate examination and oral defences	This is a requirement in the Supervisor-Student feedback procedure
9	Update on curriculum	
10	Academic year closure – Dimonstrazione	Dimonstrazione – A commitment to test knowledge through experience, persistence and willingness to learn from mistakes

<b>C</b>	<b>Deepening the discourse/Advanced development</b>	
1	Outcomes-based, integrated curriculum design in a distance learning, Mode 2 higher education context	
2	Enhancing academics as teachers in a Mode 2 higher education context	
3	Assessment as learning in a Mode 2 higher education context	
4	Research in a Mode 2 higher education context	
<b>D</b>	<b>Supervisor Seminars</b>	
1	Finding, defining and refining the research puzzle	
2	Cracking the literature review	
3	Bulletproof the research design and methods	
4	Making sense of data collection and analysis	
5	Philosophical underpinnings of research studies	
6	Academic writing	
<b>E</b>	<b>Publication</b>	
1	Publication workshop open to faculty and alumni	

## Stakeholders

#	Stakeholder
1	Dean: Teaching & Learning
2	Dean: Research
3	Faculty

## Version Control

<b>Procedure Owner</b>	<b>Version #</b>	<b>Date</b>	<b>Reason</b>
Dean:Teaching & Learning	001	1 August 2018	