

## Short Course Workshop Funding Scheme for Staff Involved in Teaching (Training of Trainers)

**TU Dublin City Campus ONLY**

HR Policy Document Record	
Reference Number	HRP095
Policy Owner	Staff Development
Approval Body	Staff Development Committee February 2013 Approved by HRC March 2013
Creation Date	2013
Revision Date(s)	April 2018, January 2020 – references to DIT/Institute replaced with TU Dublin/University; gender neutral
Notes	No content change

## **1. INTRODUCTION**

- 1.1 A limited amount of Staff Development funds will be allocated each year for the provision of funding for the delivery of Short Courses/Workshops for staff involved in teaching.

## **2. DEFINITION OF TYPES OF COURSES TO BE FUNDED**

- 2.1 The courses funded will be those that are aimed at providing upskilling or training of staff in topics related to priorities in the University such as new programmes or updating of existing programmes. The proposed areas must be aligned to the Strategic Plan of the University and identified in PMDS through Team Development Plans and Personal Development Plans.

## **3. CRITERIA FOR FUNDING**

- 3.1 Funding will not be provided for Courses/Workshops covering areas otherwise supported within TU Dublin e.g. areas covered by the Learning Teaching & Technology Centre or the Staff Development Department.
- 3.2 Courses/Workshops must meet definitions specified at 2 above.
- 3.3 The duration of Courses/Workshops would normally be between a half day to two days.
- 3.4 Courses/Workshops may be delivered by a TU Dublin staff member or by an externally contracted consultant selected in accordance with TU Dublin Procurement regulations.
- 3.5 Payment to internal TU Dublin staff members will be at the hourly rate for part-time Assistant Lecturers. Payments will only be made to staff where the delivery of the Course/Workshop has been carried out outside of normal time-tabled duties and on certification by the relevant Head of School/Line Manager that all of the other contract duties of the staff member have been discharged.
- 3.6 Copyright provision must not be breached in the provision and use of Course/Workshop materials.
- 3.7 Approved Courses/Workshops should not proceed unless a minimum of 5 places have been booked in advance.

## **4. APPLICATION PROCEDURE**

- 4.1 The Staff Development Office will issue two calls for applications each year, one in early September with a closing date of the last Friday in September and the other in early February with a closing date of the last Friday in February. Applications must be submitted by Heads of School/Line Managers to the Head of Staff Development.
- 4.2 Applications must include a rationale for offering the course, a broad outline of the learning objectives, details of the topics to be covered and of who the intended participants are. Please note, only courses that will attract at least 5 participants can be funded

## **5. EVALUATION OF APPLICATIONS**

- 5.1 Applications will be evaluated by a Working Group of the Staff Development Committee comprised of the following members:

- Director of Human Resources
- Director Academic Affairs & Registrar
- Head of Learning Teaching & Technology Centre

- College Representative on the Staff Development Committee
- Head of Staff Development

The Working Group will determine what Courses/Workshops should receive funding and the amount of funding to be provided.

## 6. QUERIES

### **TU Dublin, Grangegorman**

E-Mail: [staffdevelopment@tudublin.ie](mailto:staffdevelopment@tudublin.ie)

Contact: Head of Staff Development

Tel: 01 402 7869

For TU Dublin City Campus ONLY