

Faculty Academic Development Workshop
Part I: Instructional course for newly-appointed faculty members (Two days)

The First Day (18/10/2020)

Session	Time	Topic	Lecturer
First Session	9:00-9:10	Quranic recitation + Introducing university president	Dean of Academic Development and International Outreach
	9:10-9:30	Opening speech	University president
	9:30-10:15	Academic Instructions and advice: Praised and dispraised behaviors and practices in academic career	Prof. Sultan Al-Mani (university vice-president)
	10:15-11:00	Deanship of Academic Development and International Outreach: Vision and mission	Dean of Academic Development and International Outreach
	11:00-11:15	Break (Coffee & Tea)	
Second Session	11:15-12:00	Key rules and regulations concerning faculty members.	Director/representative of Human Resources Department
	12:00-12:45	Regulations of Scientific Research: - Standards of approving academic journals and conference proceedings for academic promotions. - Instructions for: conference/workshop/symposium participations. - Instructions for official duties at the Hashemite University.	Dean of Scientific Research
	12:45-13:30	Financial Regulations	Director/representative of Financial Affairs Unit
	13.30-14.00	Health insurance and how best to utilize medical coverage.	Director/representative of Health Insurance Unit

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The Second Day (20-22/10/2020)

Session	Time	Topic	Lecturer
First Session	9:00-11:00	On-campus tour	-----
	11:00-11:15	Break (Tea & Coffee)	
Second Session	11:15-12:00	Library Unit: services offered to faculty members	Director/representative of Library Unit
	12:00-12:30	Registration and grading system	Director/representative of Admission Registration Unit
	12:30-13:00	- Mechanism of grades computing, distribution and how to convert percentage grading to letter grading. - Faculty evaluation: Its financial incentives and morale boost.	Dr. Othman Smadi
	13.00-14.00	Services of Information and Communication Technology Center	Director/representative of Information, communication & E-learning Technology Center (ICET)

Faculty Academic Development Workshop

Part II: Faculty development for teaching and evaluating methods (Three days)

(Third Day)

Session	Time	Title	Lecturer
First Day Improving traditional learning and evaluation	9:00-10:30	Methods of effective university teaching.	- Prof. Suheil Asasfeh. - Dr. Mohammad Al-Kateeb
	10:30-10:45	Break	
	10:45-12:15	Methods of effective university students' evaluation.	- Prof. Suheil Asasfeh - Dr. Mohammad Al-Khateeb
	12:15-12:30	Break	
	12:30-13:15	How to design an enhanced course portfolio.	- Prof. Adnan Abusurrah
	13:15-14:00	How to design a course syllabus and outline.	- Dr. Saed Musbah
Second Day Improving distance-learning and evaluation skills	9:00-10:30	Traditional place-based classroom learning, blended learning and distance learning: Differences and advantages.	- Dr. Emad Awad
	10:30-10:45	Break	
	10:45-12:15	Strategies of successful distance learning and evaluation.	- Dr. Mutasem Al-Ekour
	12:15-12:30	Break	
	12:30-14:00	Platforms available for distance learning and how to use them.	- Eng. Mohammad Awad. - Mrs. Eslaam Khawaldah. - Mr. Ahmad Al-Dalabeeh.

Third Day (Scientific Research)	9:00-10:30	The most prominent domestic and international institutions supporting scientific research and their sponsorship instructions.	- Internally: Dr. Alaa Fteha. - Locally: Dr. Mamoun Hatmal. - Internationally: Dr. Ali Alhayajnah
	10:30-10:45	Break	
	10:45-12:15	- How to write a proposal to secure scientific research sponsorship. - Faculty of Medicine: Scientific research and its challenges	Dr. Mousa Noumi Dr. Ayman Alsharu
	12:15-12:30	Break	
	12:30-14:00	The importance of national and international partnerships and their effective ways to secure research funds.	Dr. Mohammad Karabsheh