Universitat de Lleida

Procedure: **DEVELOP AND EXECUTE THE ACADEMIC STAFF TRAINING PLAN**	**PG 15**
Responsible unit: **TEACHING QUALITY AND PLANNING**	
Approved by: **Francisca Santiveri Morata** **Vice-rector of Academic Planning and Quality**	
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| HISTORY OF EDITIONS			
No. version	**Date Elaboration**	**Date Approval**	**Summary of reasons for change**
1.0	April 2009	April 2009	Initial edition
2.0	September 2011	September 2011	Incorporation of changes (regulation modification)
2.1	September 2012	September 2012	Minor changes internal review
2.2	December 2013	December 2013	Update procedures
2.3	May 2017	Electronic signature	Review and improve procedure
3.0	February 2020	Electronic signature	Changes in those responsible and in the participating units
3.1	June 2022	Electronic signature	Minor changes internal review

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PREPARATION / REVIEW

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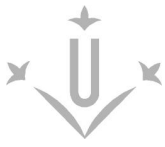
1. OBJECT

The purpose of this procedure is to establish how the University of Lleida identifies the training needs of its teaching and research staff (PDI) and how it prepares, executes and evaluates the PDI training plan.

2. SCOPE OF APPLICATION

This procedure applies to the teaching and research staff oft he University of Lleida.

3. SCOPE OF DIFFUSION

This procedure must be brought to the attention of the Vice-rector responsible for continuing education, the Vice-rector responsible for teaching, and the Vice-rector responsible for teaching.

4. RELATED PROCESSES

This procedure is part of the Manage the human team (A21) process.

5. RELATED MANAGEMENT SYSTEMS

This procedure is included in the scope of the UdL's Internal Quality Assurance System.

6. DEFINITIONS

Training plan: The training plan is understood as the set of training activities that are carried out during the academic year and that are aimed at covering the training needs of the staff and aimed at developing an innovation process. It is understood that training is a fundamental component in professional development.
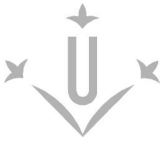
7.   REFERENCES / REGULATIONS

- [Statutes of the University of Lleida.](#)
- [Agreement no. 199/2012 of the Governing Council of October 31, 2012, approving the UdL's Academic Personnel Policy Document](#).
- [Teaching and Training Strategy of the UdL, approved by the Governing Council of January 29, 2014 and ratified by the Governing Council of February 18, 2020.](#)

8.   OPERATIONAL CONTENT

8.1 DESCRIPTION AND DEVELOPMENT OF THE ACTIVITY

1. Detect training needs and availability.

The deployment of the teaching strategy identifies the training needs of the PDI. Based on this deployment, and taking into account the Strategic Plan and the academic personnel policy, the teaching profile of the teaching staff of the UdL is identified In accordance with this profile, the skills that teachers should have are detected and training needs are identified in relation to these skills.

Within the framework of the PG 17 procedure Evaluate teaching activity, promote and recognize academic staff and based on the results obtained by the evaluated teaching staff,the Commission of Evaluation of the University identifies the needs and designs a training proposal.

The Vice-rector responsible for teacher training also requests the university community to send proposals, suggestions and other information on PDI needs that could be useful for training, teaching innovation and professional development.
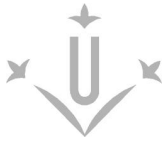
2. Prepare the training plan proposal

Based on the identification of needs, the Vice-rector responsible for teacher training prepares the proposed training plan for the PDI.

3. Approve the training plan

The Academic Personnel Committee reviews the training plan and submits it to the Governing Council for approval.

4. Approve the training plan

The Governing Council approves, where appropriate, the comprehensive training plan for university teaching staff.

5. Disseminate the training plan

The Unit of Non-Regulated Training disseminates the plan, through the Teaching Training website and by e-mail to all university teaching staff.
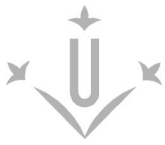
6. Execute the plan

The activities planned within the plan are carried out. The development of the plan is coordinated from the Non-Regulated Training Unit.

7. Evaluate the activities

At the end of each activity, an assessment is made by the attendees. The Non-Regulated Training Unit coordinates the necessary mechanisms to collect the opinion of the people attending the training activity and that of the teaching staff who taught it.

8. Track and hold accountable

The Vice-rector responsible for teacher training monitors the activities included in the plan and evaluates the results of the people who have participated. With this information, which is presented to the Academic Personnel Committee, the relevant improvements are proposed.

8.2 FLOW OF THE ACTIVITY

Strategic plan
Teaching strategy
Academic staff policy Proposal
of activities of
formation
(centres, departments, POIs)
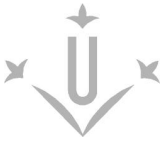
Evaluate the teaching activity,
promote and recognize
the academic staff

Start

**1. Detect training needs
and availability**

Vice-rectorate responsible for training
of the teachers

2. Develop a training plan proposal

Vice-rectorate responsible for training
of the teachers

Training Plan

**3. Give the
welcome to the plan
of training**

No

Yes

Academic Personnel Committee

Act

**4. Approve plan
of training**

No

Yes

Governing Council

5. Disseminate the plan

Unregulated training unit

6. Execute the plan

Unregulated training unit

Formative activity questionnaires:
assistants
Trainers

7. Evaluate the activities

Unregulated training unit

8. Follow up and receive accounts

Vice-rectorate responsible for the
teacher training

End

8.3 RESPONSIBILITIES

● **Governing Council:** It is the governing body that approves the Training Plan and where the actions regarding teacher training must be held.

● **Non-regulated Training Unit:** It is the unit that, under the guidelines of the Vice-Rectorate responsible for Teacher Training, ensures the correct development of the Training Plan.

● **Academic Staff Committee:** Review the proposed PDI Training Plan and present it to the Governing Council for approval.

9. PARTICIPATION OF INTEREST GROUPS

The different interest groups involved in the training of university teachers participate in the different commissions involved in this procedure. Thus, in the Governing Council and in the Academic Personnel Commission there is the representation of students, teachers, PAS, academic staff in training, and trade unions representing the official PDI and labour PDI.

10. RECORDS / ARCHIVE

Document	Responsible / custodian
Proceedings Committee of Academic Personnel	Vice-rector's office responsible for teaching
Annual training plan of the PDI	Non-regulated Training Unit