

College of Medicine & Dentistry at the Hills, Abbottabad

Policy for Faculty Development Program



FOR THE YEAR 2025-26

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Disclaimer

This is a CMDH Policy on Faculty Development. The final implementation should be reviewed by the institution's legal counsel for formal endorsement.



Purpose


The purpose of this policy is to advance the institutional mission of excellence in **education, research, and dissemination of knowledge** through a structured and supportive framework for **faculty development and professional growth**. The policy is designed to:

1. Promote the **continuous development and sustenance of excellence** among faculty members in teaching, assessment, research, clinical service, and academic leadership.
2. Enable the College administration to develop a comprehensive understanding of the **motivations, strengths, achievements, professional goals, and future plans** of individual faculty members, thereby facilitating informed academic and strategic planning.
3. Strengthen **effective communication and mutual understanding** between faculty and the College administration, fostering a culture of trust, transparency, and shared institutional responsibility.
4. Institutionalize **continuous professional competency and lifelong learning** as core expectations of faculty performance and advancement.

Scope

This policy applies to **all faculty members of the College of Medicine and Dentistry at the Hills (CMDH)** across **basic medical sciences and clinical sciences**, and encompasses the following domains:

1. **Faculty Development and Mentorship:**
Establishment of department-led mentoring processes to support junior and senior faculty in achieving high standards of academic, clinical, and scholarly performance, consistent with institutional goals and individual career aspirations.
2. **Planning and Performance Review:**
Structured annual planning, faculty development meetings, and review of faculty annual reports by Heads of Departments and the Dean to support long-term departmental and institutional planning.
3. **Continuous Professional Competency (CPC):**
Implementation of a structured CPC program to ensure ongoing enhancement of faculty knowledge, teaching effectiveness, communication skills, and professional competence, with documented participation contributing to faculty promotion and career progression.
4. **Conferences, Workshops, and Training:**
Facilitation of faculty participation in national and international conferences, workshops, and in-house training programs aimed at capacity building, curriculum innovation, and professional advancement.
5. **Curriculum Transition and Innovation Support:**
Institutional support for faculty adaptation to integrated and modular curricula through targeted training, certificate courses, and educational development initiatives coordinated by the Department of Medical Education.
6. **Higher Academic Qualifications and Postgraduate Training:**
Provision of opportunities for faculty to pursue higher academic qualifications,



including MPhil programs in basic sciences and postgraduate clinical training, in alignment with institutional needs and regulatory requirements.

7. **Study Leave and Career Advancement:**

Regulation of study leave for faculty seeking higher postgraduate diplomas or qualifications essential for promotion, professional development, or enhancement of departmental academic capacity, subject to defined eligibility criteria and service obligations.

Statement of Intent

This policy is intended to be **developmental and facilitative**, not coercive. It respects academic freedom while providing a structured mechanism for professional growth, institutional accountability, and long-term academic excellence. The College affirms its commitment to supporting faculty throughout their careers in alignment with national regulatory standards and evolving educational and healthcare needs.

Goal

The goal of this policy is to further the institutional goals in education and dissemination of knowledge through the following:


1. Fostering the development and continuance of excellence among the faculty.
2. Aiding the administration of the College in understanding the motivations, strengths, accomplishments, goals, and plans of individual faculty members.
3. Furtherance of communication and understanding between the faculty and the College administrations.


General Principles

1. Having an administrative hierarchy that fosters understanding of the faculty's motivations, strengths, interests and plans as thoroughly and explicitly as practicable is a desirable goal in that it will help long-range planning at the department and college levels reflect those motivations, strengths, interests, and plans.
2. It is the responsibility of senior faculty to encourage and facilitate the development of junior faculty members as they strive to achieve excellence in research, teaching, and service to the institution.
3. The present policy and its implementation cannot be coercive or violate the freedom of each faculty member to pursue those goals he or she has set as an individual.

Implementation:

1. Planning process: The Dean of the College will hold regular faculty development planning meetings with chairpersons of all departments in the College. These meetings are to be scheduled at the beginning of the new academic year. The HODs may address any issues of particular interest.





2. Department responsibility: Each department in the institution will formulate a process for mentoring and development of faculty that is consistent with the above goals and principles. While details of the process will be determined by each department, responsibilities include holding regular meetings with faculty members. These informal discussions should emphasize how best the department can support the faculty member's efforts to achieve high-level contributions to teaching, assessment, research, and service. These discussions should also provide feedback to the faculty member as to his or her progress in achieving these goals.

3. Additional communications Department heads will annually review the annual reports of all faculty in their department and will provide appropriate feedback. The Dean will be informed by department heads of development in each department and the impact of these developments on long-range planning.

4. CPC (continuous Professional Competency) Continuous Professional Competency aims to help faculty manage their learning and growth throughout their career. Faculty must continue to learn and develop to keep their skills and knowledge up to date and ensure continue to work safely, legally, and effectively. Every month a faculty member will present in CPC (both in college and hospital), and special emphasis will be given to their teaching skills and communication skills. Conducting and attending CPC will carry marks in the promotion of faculty.

5. Attendance in conferences:

Faculty will be allowed and facilitated to attend national-level and international level conferences and workshops for their capacity-building and better learning experiences.

6. Workshops and training opportunities for faculty within the institution:

The institution will arrange workshops from time to time for capacity building of faculty upon recommendation from Heads of departments. These workshops will be arranged on a need base. A separate budget will be allocated for it through the admin department while facilitation and organization will be done by the Department of Medical Education.


7. Coping with new challenges in the curriculum:


There is a shift of curriculum from a traditional system to an integrated modular system. The faculty may need assistance in coping with the new system. The Department of Medical Education will help, facilitate, and support the faculty in coping with those challenges by organizing various certificate courses.

8. MPhil programs in basic sciences: College has MPhil programs for faculty to achieve higher qualifications in basic sciences. This program is affiliated with Khyber Medical University. Faculty of CMDH will be given priority in admission to these programs.

9. PG training in Hospital:

Valley Medical Complex & Alfalah International Hospital, Abbottabad is a well-known teaching hospital in the province for high-quality post-graduate training in clinical sciences. Provisions and conditions for the selection and conduction of PG trainees are contained in the





policy for the PG program, which can be found in the hospital PG selection committee TOR with the admin department.

10. TORs for study leave:

- a. Study leave aims at applying for leave to acquire a higher postgraduate diploma certificate in the related specialty, the training facility for which doesn't exist at the institutes of CMDH & its affiliated departments.
- b. The institutes/departments in which the training is to be acquired should have a high National/International ranking as per PMDC record.
- c. The applicant applying for the study leave must be the faculty of CMDH, in the capacity of lecturer (Basic discipline CMDH), Assistant Professor & above that level of teaching category.
- d. The diplomas/degrees thus leave required should be mandatory for promotion to the next scale of the faculty or to enhance the required professional skill as a part of CPD (continuous professional development).
- e. HOD of the related department should recommend his faculty members to the Dean CMDH with clear remarks that acquisition of the said diploma/degree in question would greatly enhance the academic portfolio of the department.
- f. The Dean CMDH will make sure that after acquiring a higher diploma the applicant must serve the same institution & would not apply for the same/higher post to another institution via proper undertaking/affidavit.
- g. The applicant should have prior approval of the said course from the related institution with a stipulated timeframe & any monetary benefits thereof.
- h. Dean CMDH will forward the letter for the grant of study leave to the Chairman of the Study Leave Committee including all the above-cited guarantees & related documents.
- i. Chairman study leave shall examine all the concerned papers & after his utmost satisfaction would recommend the said study leave to the Dean CMDH, wherein the salary/financial issues shall be tackled by the concerned department of the college.

**Principal / Dean
College of Medicine & Dentistry at the Hills, Abbottabad**

