



UNIVERSITY OF  
**BAKIRÇAY**

SCHOOL OF  
FOREIGN LANGUAGES



# PROFESSIONAL DEVELOPMENT UNIT

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İzmir Bakırçay University School of Foreign Languages (SFL) Professional Development Unit (PDU) was founded in 2021 to offer extensive support and professional development for the academic staff. We are committed to provide ongoing professional growth opportunities and cultivate a culture of collaboration and knowledge sharing. Creating a space for instructors to learn, grow, and work together, we aim to provide necessary tools and resources for our instructors to refine their teaching skills which in return will have a positive impact on students' language learning experience at İzmir Bakırçay University SFL.

## Duties and Responsibilities

- We revise the instructor's handbook at the beginning of each academic year.
- We carry out a survey to find out the areas of development that our instructors wish to improve themselves in at the beginning of each academic year.
- Based on the findings of the needs analysis, we organize or plan seminars, workshops, and webinars.
- We follow the current trends in ELT and keep our instructors informed about available national/international professional development activities provided by other institutions and encourage them to attend such events.
- We collaborate with different faculties and departments of our university to provide our instructors with opportunities for development in areas which do not solely focus on language teaching but other teaching-related areas such as learning disabilities, wellbeing, psychology, etc.
- We implement an orientation program for newly recruited academic staff at the beginning and we continue to orient them thanks to our 'buddy system' in which we assign predetermined senior instructors to assist and ease the onboarding process.

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- We encourage instructors to take part in at least one professional activity of their own choice (e.g., self-reflection, peer observation, small group article discussion, giving a talk, action research) each term and share their experience, insights, thoughts, and knowledge with the PDU or/and their colleagues.
- We organize regular share and care sessions and traditional end-of-the-year potluck breakfast days to promote a sense of belonging and strengthen the bond among colleagues.
- At the end of each year we organize a traditional PD Fest where volunteering instructors present their work of expertise and/or interest, research studies and the outcomes of their year-long professional development activities.



## Unit Members

Coordinator

Instructor Çiğdem ULUÇAY

Member

Instructor Gizem AKÇOR

# PROFESSIONAL DEVELOPMENT UNIT PROCESS

## *Needs Analysis Survey*

- The Professional Development Unit prepares a survey at the beginning of each academic year to find out the areas and topics in which instructors want to improve themselves during the year.
- The prepared survey is sent to instructors via e-mail within the first month of the relevant academic year.
- Responses are collected and analyzed within two weeks.
- The most preferred topics are identified and related seminars/ webinars/ presentations/ workshops etc. are planned if possible.
- Details about the planned activities are announced to instructors via e-mail at least two weeks beforehand.
- Records of the activity are kept and archived.

## *Professional Development Activities Survey*

- The Professional Development Unit prepares and implements a survey at the beginning of each academic year to determine the professional development activity preferences of each instructor for each term during the year.
- Based on the survey results, the necessary steps are planned with each instructor, and the relevant resources and tools are provided.
- Reports of completed activities are received and archived.

## *Orientation Program and ‘Buddy’ System for Newly Recruited Academic Staff*

- In order to inform new academic staff about their administrative and academic processes, meetings with relevant unit managers and members are planned and scheduled following the steps in the “New Employee Orientation Form”. Following the meetings about administrative and academic processes, the form is filled in and signed.

# PROFESSIONAL DEVELOPMENT UNIT PROCESS

- Following the first step, new academic staff are informed about the ‘buddy’ system by the Professional Development Unit and are matched with previously determined senior academic staff.
- The Professional Development Unit closely monitors the process through regularly scheduled meetings to ensure that the ‘buddy’ system is being implemented effectively.

## *PD Fest*

- Based on the responses received from the Professional Development Activities survey, the Professional Development Unit contacts volunteer academic staff who want to make presentations or organize workshops.
- The Professional Development Unit contacts volunteer academic staff from other faculties and departments of our university to carry out activities focusing not only on language teaching but also on different areas related to teaching such as learning disabilities, personal well-being, psychology, etc.
- A list of activities to be held within the scope of PD Fest is drawn up and an activity flow is created.
- PD Fest calendar is created.
- Within the scope of PD Fest, short biographies and summary content of the activity they will do are requested from the participating academic staff.
- PD Fest poster is prepared. Event details are sent to academic staff via e-mail and also announced on the School website and related social media accounts.
- The day before the event, the equipment in the areas where the event will be held is checked.
- The Professional Development Unit ensures that the event is carried out on the day of the event. Records of the activity are kept and archived.