



Swiss International
Institute Lausanne

STAFF DEVELOPEMENT PROCEDURES

Swiss International Institute Lausanne - SIIL

Approved by:	HR Department
Date of Approval:	02.09.2022
Date of Next Review:	01.09.2025
Owner:	Rectorate
Contact:	t.zarubina@siil.ch

STAFF DEVELOPEMENT PROCEDURES

Swiss International Institute Lausanne - SIIIL

Table of contents

I	PURPOSE	3
II	RESPONSIBILITY FOR STAFF DEVELOPEMENT	3
1.	The SIIIL Responsibility	3
2.	The Responsibility of Individual Members of Staff	3
3.	The Responsibility of Heads of Department, Managers and Supervisors	3
III	ROLE OF THE STAFF DEVELOPEMENT FUNCTION	4

I PURPOSE

All staff play a vital role in achieving the SIIIL's mission and it is important that skills and knowledge are regularly updated to enable them to continue to perform at the highest level. To this end the Institute is committed to the planned development of its staff.

II RESPONSIBILITY FOR STAFF DEVELOPEMENT

The development of staff is a joint responsibility shared by SIIIL, individual members of staff and their Heads of Department, managers and supervisors.

1. The SIIIL Responsibility

The Management and the Academic Council determine staff development policies on the recommendations of the HR Department.

The HR Department discharges its role by undertaking systematic reviews of the development needs of academic, administrative and all other support staff, both as individuals and as members of groups. Activities designed to meet the development needs as identified shall be reviewed and evaluated to ensure that members of SIIIL staff are provided with the skills and knowledge necessary to perform tasks to the best of their ability.

2. The Responsibility of Individual Members of Staff

The effectiveness of any staff development activity depends on the active and purposeful participation of the individuals involved. In recognition of the benefits of staff development to the individual as well as to SIIIL, members of staff are encouraged to:

- Seek opportunities to upgrade the skills and knowledge required in their current position;
- Notify their Head of Department, manager or supervisor where specific needs are not being met;
- Upgrade their formal qualifications through further studies to prepare for further responsibilities.

3. The Responsibility of Heads of Department, Managers and Supervisors

Heads of Department, managers and supervisors undertake staff development by:

- Analysing the staff development needs of their department, developing and implementing plans to address those needs;
- Ensuring that members of their staff are given the necessary opportunities to undertake appropriate training and development. This may include:
 - Participation in training and development activities offered outside SIIIL
 - On-the-job training

- Job rotation
- Conference attendance
- Sabbatical Leave
- Inter-university visits
- Temporary performance of higher duties
- Involvement with networks or professional associations
- Private study to improve skills or upgrade qualifications.
- Promoting information sharing and the application of new skills or insights in their departments.

III **ROLE OF THE STAFF DEVELOPEMENT FUNCTION**

The purpose of the Staff Development function is to provide SIIL with a professional training and development function, thereby ensuring that the Institute staff develop their full potential and thus enable them to achieve their personal, departmental and Institute goals. It is located in Human Resources and its primary tasks are to:

- Co-ordinate and deliver professional, personal and career development services for all staff;
- Promote effective practices in teaching and learning, in technical and other support areas and in leadership and administrative management;
- Provide policy advice on educational matters and organisational development;
- Uphold the SIIL's commitments to equity principles and policies;
- Play a major role in educational and professional development in the third-level sector.

The staff development function helps to achieve balance between:

- The needs of SIIL to ensure it has competent and skilled staff and the needs of all individuals to maximise their potential and develop a satisfying career;
- The need to assist staff to perform their present duties more effectively with the need to prepare them for changing duties and more senior responsibilities, and to respond to changes in the internal and external environment;
- Assisting departments with strategic planning, evaluation of teaching, courses and degree programmes, curriculum and teaching development including the training of postgraduate students;
- Providing advice to individuals and departments.

Approved by:	HR Departement
Date of Approval:	02.09.2022
Date of Next Review:	01.09.2025
Owner:	Rectorate
Contact:	t.zarubina@siil.ch