



جامعة الإمام عبد الرحمن بن فيصل

IMAM ABDULRAHMAN BIN FAISAL UNIVERSITY

عمادة تطوير التعليم الجامعي

Deanship of Academic Development



Professional Fellowship In University Teaching & Learning For Faculty Members

Participant Handbook

PFUTL@IAU | 2021 - 2022

Empower and recognize university educators as positive change agents in teaching and learning

Program Portal to Login & Upload Evidence:
pfutl.iau.edu.sa

For questions,
Program Committee E-mail: pfutl@iau.edu.sa

Informational Handbook:
https://pfutl.iau.edu.sa/downloads/PFUTL_En.pdf

Table of Contents

Welcome to your PFUTL Program Journey!	3
PFUTL Objectives for your Role as Fellows	5
PFUTL Program Outcomes	6
Program Overview	7
Appendix A: Candidate Agreement 2021 - 2022	8
Appendix B: PFUTL Program Plan & Available Professional Development	9
Appendix C: Available Professional Development Term 1	11

Welcome to your PFUTL Program Journey!

Welcome to a new phase of your teaching and learning professional development. As respected faculty members in the Saudi higher education community, we commend you for your dedication to lifelong learning and pursuit of excellence as you enter the PFUTL program.

The PFUTL is founded in an academic development framework grounded in cultural and professional values, teaching and learning knowledge, competences and skills in practice all within the wider community and supporting the Scholarship of Teaching and Learning (SoTL). The academic-year long program is based on evidence from each module within the framework (as shown in Figure 1 below) culminating in an e-portfolio and presentation at the end of the program.



Figure 1. PFUTL Program Framework.

This guidebook offers a brief overview of the program and supplements the PFUTL Informational Handbook, which offers a detailed description of the program and its foundation. Your Professional Mentor along with the PFUTL Committee and the Deanship of Academic Development team are also available to you for any questions and/or support.

We congratulate you on starting this journey of teaching and learning excellence and look forward to welcoming you to our growing community of Professional Fellows in University Teaching and Learning.

Sincerely,

Dr. Mohammed S. Alkathiri
Dean, Deanship of Academic Development

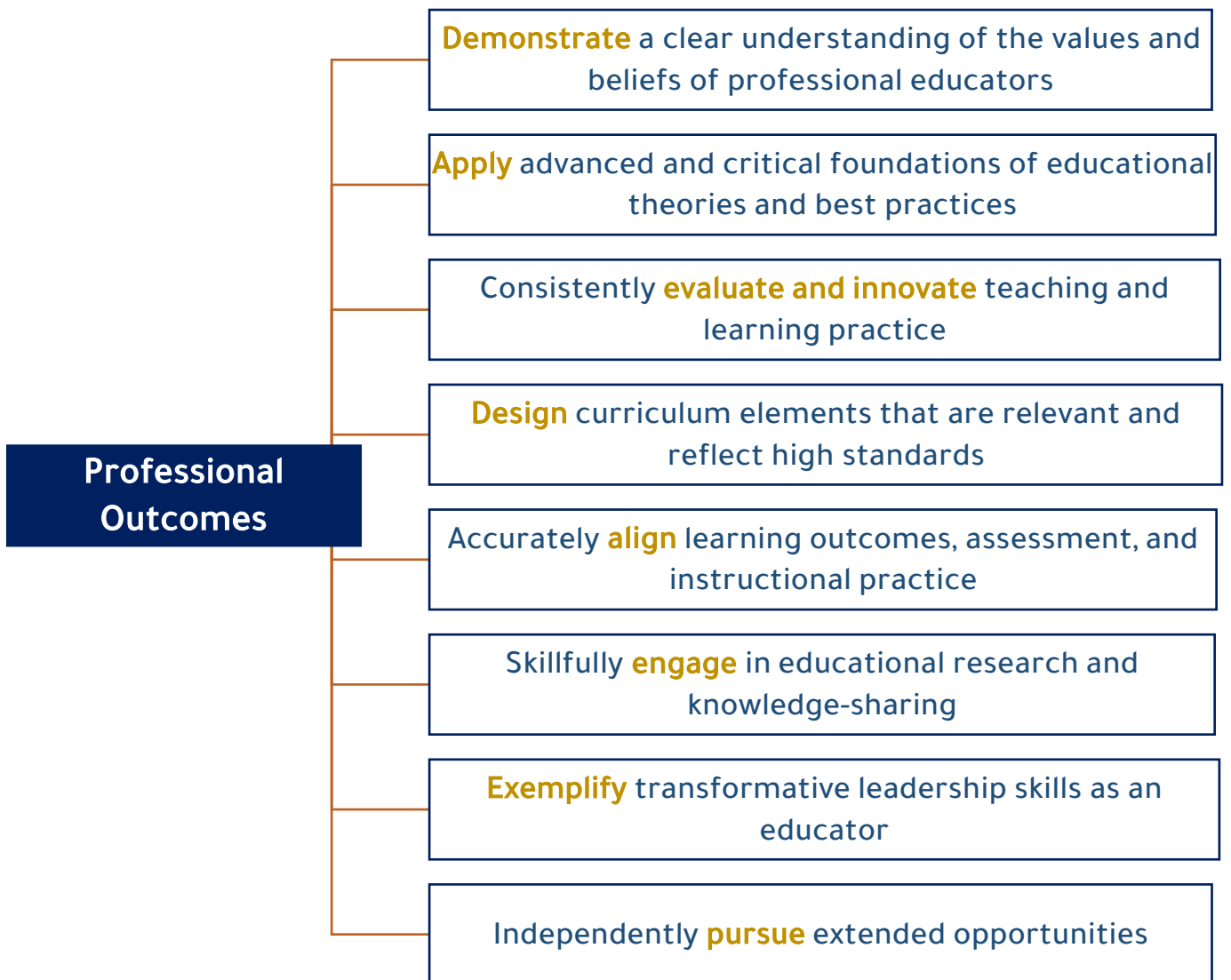
Professional Fellowship (PFUTL)
Organizing Committee



PFUTL Objectives for your Role as Fellows

1. Demonstrate the core beliefs, values, and ethics of professional educators for the development of the institution and society.
2. Apply evidence-based educational knowledge, principles, and methods to advance successful academic careers in higher education.
3. Facilitate critical, impactful instructional and educational research competences and skills to serve the needs of the academic and professional communities.
4. Exhibit recognized commitment to lifelong learning, sustained shared practice (community), and academic leadership as positive change agents in teaching and learning.

PFUTL Program Outcomes



Program Overview

- ✓ **One academic year** from November 2021–June 2022
- ✓ **Basic program design:** 1) pre-program plan, 2) four modules with mid-program check-in, 3) e-portfolio and power point presentation as final application, 4) post-program recognition and ceremony
- ✓ **Evidence for each module will be uploaded on the PFUTL portal.** All evidence is listed below, within each module on the PFUTL portal, and the PFUTL Information Handbook.
- ✓ **168 estimated total hours:** 65 contact hours + 103 self-paced hours
- ✓ **Conveniently paced modules:** Value + Knowledge in Term 1/Practice + Community in Term 2
- ✓ **Flexible Evidence:** Certificate evidence will be accepted from three previous years (i.e., from August 2018, including virtual hours for the 2021-2022 cohort) provided the training and certificates meet the criteria.
- ✓ **Available in English or Arabic.** The educator’s language of instruction is preferred, and the language of evidence should remain consistent (teaching philosophy statement, reflection of Peer Observation, portfolio, etc.); professional development workshops may be taken in either language to support the candidate’s schedule and training availability.

Summary of PFUTL Program Evidence & Contact Hours		
Stage/Module	Evidence	Contact Hours*
Pre/Program	1. Program Plan	
Value Module	2. Value PD Certificates (6 hours total) 3. Teaching Philosophy Statement (750-1,000 words)	6-8**
Knowledge Module	4. General Knowledge PD Certificates (20 hours) 5. Discipline Knowledge PD Certificates (10 hours) 6. Knowledge Quiz (MCQ—75% to pass)	30
Practice	7. Peer Observation PD Certificate (2 hours) 8. POT Forms (4 hours = 2 hrs as observed/2 hrs as observer) 9. POT Reflection (400-500 words) 10. Action Research PD Certificate (4 hours) 11. Action Research Poster	10
Community	12. Evidence of Community Service in T & L (10 hours) 13. Video/pictures of TLEX participation (8-hour event)	10 8
Final Application	14. E-Portfolio 15. 15-minute PPT presentation (1 hour)	1-3**
Total	65 Required Contact Hours	

*The rest of the program hours are estimated and self-paced according to the participants’ needs.

**Workshops are optional for Teaching Philosophy Statement and E-Portfolio.

Appendix A: Candidate Agreement 2021 - 2022

I, _____, accept the nomination for the **Professional Fellowship in University Teaching and Learning** at Imam Abdulrahman Bin Faisal University and agree to fully participate and complete the program. As terms of acceptance, I agree to the following:

1. Complete and provide evidence of completion of pre-module (program plan), program module (four modules), and final application teaching and learning hours and requirements.
2. Submit all required evidence on the program's online portal: PFUTL.iau.edu.sa
3. Submit a final application for Professional Fellowship including an e-portfolio and oral presentation.
4. Work and collaborate with a professional mentor at all major stages and modules of the program. All dealings with my mentor will be confidential and supportive.
5. Attend all mandatory All-Cohort meetings including the initial information meeting, mid-program progress meeting, and final meeting. Other meetings may be called as needed.
6. Complete the PFUTL program within one academic year by June 2022 as per the program calendar.
7. Understand that the recommendation of the PFUTL Review Team and decision regarding award of Professional Fellowship are final.
8. Share in the program cost at a nonrefundable tuition fee* of 5,000 SAR (IAU participant) or 10,000 SAR (non-IAU participant). Proof of payment (i.e., bank transfer receipt) will be provided.

**For this fee, successful applicants will receive a guided program plan suited to their individual academic needs, professional development hours provided by Imam Abdulrahman Bin Faisal University, mentoring throughout the stages of the program by a senior faculty member, a reserved seat in any external (international) professional development workshop sponsored by the Deanship of Academic Development within the academic year, and an award of Professional Fellowship in University Teaching and Learning from IAU certified by the University of Turku, Finland.*

Refund Policy

The program tuition fee is nonrefundable. It is the nominated candidate's responsibility to arrange for full attendance and participation in the PFUTL program. Once the candidate signs this agreement, the candidate is considered a program participant and becomes fully responsible for the tuition cost.

Signatures and Confirmation

Name of Candidate:

Signature:

Date:

Appendix B: PFUTL Program Plan & Available Professional Development

PFUTL Program Plan 2021-2022

The PFUTL Program Plan is your guide and checklist of evidence required to successfully complete the program. Please complete with the guidance and agreement of your Professional Mentor.

Imam Abdulrahman Bin Faisal University will offer required, general workshops and provide a schedule of events available for each term. However, workshops from other approved professional development facilities (universities, ministries, deanships, approved training centers, etc.) are also accepted provided they are dated after August 2018 and clearly state details of the training. For further details on the evidence, please check with the PFUTL information handbook.

Program Stage/Module	Timeframe	Required Evidence	Percentage Completed at this time (0-100%)	Plan to Complete this Activity* (if needed)	Start Date	End Date
Pre-Program	Oct 24-Nov 7	1. Attend All-Cohort Session 1 (Meet your Mentor)	text	Click or tap here to enter text.	text	text
		2. Complete the PFUTL Program Plan 2021-2022				
Module 1 Values	Nov 1-Dec 31	1. Values in the Saudi Higher Education Context Workshop Certificates (4 hours)	text	Click or tap here to enter text.	text	text
		2. Values in the Global Higher Education Context Workshop Certificates (2 hours)	text	Click or tap here to enter text.	text	text
		3. Teaching Philosophy Statement (optional 2-hour workshop)–750-1,000 words	text	Click or tap here to enter text.	text	text
Module 2 Knowledge	Nov 1-Dec 31	1. General T & L Workshops (20 hours in five main areas; lesson planning/curriculum alignment is mandatory-- 2-hour workshop)	text	Click or tap here to enter text.	text	text
		2. Discipline-specific T & L workshops (10 hours)	text	Click or tap here to enter text.	text	text
		3. Online Knowledge Module Quiz (75% to pass)	text	Click or tap here to enter text.	text	text
Mid-Program Check-In	January 1-15	1. Attend All-Cohort Session 2	text	Click or tap here to enter text.	text	text
		2. Complete Mid-Program Survey	text	Click or tap here to enter text.	text	text

Module 3 Practice	Jan 1-Mar 15	1. POT/Microteaching Workshop (2 hours)	text	Click or tap here to enter text.	text	text
		2. Observation Form as Observer (2 hours)	text	Click or tap here to enter text.	text	text
		3. Observation Form as Observed (2 hours)	text	Click or tap here to enter text.	text	text
		4. Written reflection on POT (400-500 words)	text	Click or tap here to enter text.	text	text
		5. Action Research Workshop (4 hours)	text	Click or tap here to enter text.	text	text
		6. Action Research Poster	text	Click or tap here to enter text.	text	text
Module 4 Community of Practice	Jan 1- April 15	1. Evidence of discipline-specific community service (10 contact hours)	text	Click or tap here to enter text.	text	text
		2. Attend poster exhibition (TLEX)	text	Click or tap here to enter text.	text	text
		3. 5-7 pictures or 1-2-minute video or equivalent documentation of the action research event	text	Click or tap here to enter text.	text	text
Final E- Portfolio and Presentation	April 15- June (TBD)	1. 15-minute PowerPoint presentation of work/experiences throughout the program with clear reflection on T & L practice	text	Click or tap here to enter text.	text	text
		2. E-Portfolio with all combined evidence from four modules and required documents	text	Click or tap here to enter text.	text	text
Post-Program Closure	May-June (TBD)	1. Attend Certification & Recognition Event of PFUTL Fellows & Mentors (All-Cohort Session 3)	text	Click or tap here to enter text.	text	text
		2. Complete End-of-Program Survey	text	Click or tap here to enter text.	text	text

* a concrete plan to complete the required evidence—e.g., name of workshop, action research idea, class/colleague to observe, etc., that you will do to complete the required evidence within the timeframe.

e-Signature: Click or tap here to enter text.

Your Professional Mentor will review and approve the Program Plan and all program evidence at each stage. Best wishes on your PFUTL journey to recognition of teaching and learning excellence!

Appendix C: Available Professional Development Term 1

Term 1 البرامج التدريبية لبرنامج الزمالة المهنية في التعليم والتعلم الجامعي

Available Professional Development Sessions offered for the PFUTL Program Term 1

م	البرنامج التدريبي/Topic	الوحدة Module	اليوم Day	التاريخ Date	الوقت Time	المكان Location	الرابط Link
1	انطلاق برنامج الزمالة "متطلب" - required" for PFUTL candidates"	Pre-Program	الثلاثاء Tuesday	02/11/21	- 12:00 10:00	حضورى - ZOOM	اضغط هنا للتسجيل
2	Assessing Projects and Laboratorie	knowledge	الثلاثاء Tuesday	02/11/21	- 12:00 10:00	حضورى كلية المجتمع Community College	-
3	Alternative & Effective Assessment Methods (Performance Assessment Portfolio, etc.)	knowledge	الثلاثاء Tuesday	02/11/21	- 12:00 10:00	حضورى كلية إدارة الأعمال Business Admin	-
4	Preventing Faculty Burnout: Recover the joy of teaching	values	الثلاثاء Tuesday	02/11/21	- 12:00 10:00	حضورى - كلية العلوم الطبية بالجيبيل Medical Sciences Jubail	-
5	التطبيقات التربوية لنظام معالجة المعلومات	knowledge	الخميس Thursday	04/11/21	- 12:00 10:00	ZOOM	اضغط هنا للتسجيل
6	Effective Formative Assessment Techniques for the Classroom	knowledge	الثلاثاء Tuesday	09/11/21	- 12:00 10:00	حضورى كلية العمارة والتخطيط Architecture and Planning	-
7	Effective Strategies for Team Based Learning	knowledge	الثلاثاء Tuesday	09/11/21	- 12:00 10:00	حضورى كلية الصيدلة Pharmacy	-
8	Boosting Student Engagement and Interaction in the Online Classroom	knowledge	الثلاثاء Tuesday	09/11/21	- 12:00 10:00	حضورى - كلية العلوم الطبية التطبيقية Applied Medical Sciences	-
9	Using Action Research in Teaching and Assessment	practice	الثلاثاء Tuesday	09/11/21	- 01:30 11:30	حضورى كلية التصميم Design College	-
10	تخطيط النمو المهني لعضو هيئة التدريس	values	الثلاثاء Tuesday	09/11/21	- 12:00 10:00	حضورى كلية العلوم Science College	-
11	دافعية الطلاب في التعلم	values	الثلاثاء Tuesday	09/11/21	- 12:00 10:00	ZOOM	اضغط هنا للتسجيل
12	Effective Strategies for Team Based Learning	knowledge	الأربعاء Wed	10/11/21	- 12:00 10:00	حضورى كلية الصحة العامة Public Health	-
13	Discovering Values in Saudi High education	values	الخميس Thursday	11/11/21	- 12:00 10:00	ZOOM	اضغط هنا للتسجيل
14	التعلم المبني على نظريات الدماغ	knowledge	الخميس Thursday	11/11/21	- 12:00 10:00	ZOOM	اضغط هنا للتسجيل
15	تنمية مهارات التفكير الإبداعي لدى الطلبة	knowledge	الاحد Sunday	14/11/21	- 12:00 10:00	ZOOM	اضغط هنا للتسجيل
16	Neuroscience of learning: Implicatio for teaching practice	knowledge	الاحد Sunday	14/11/21	- 12:00 10:00	ZOOM	اضغط هنا للتسجيل
17	إدارة صفية (مفتاح للنجاح)	knowledge	الاثنين Monday	15/11/21	- 12:00 10:00	ZOOM	اضغط هنا للتسجيل
18	الورشة الدولية International Workshop with Advance HE(UK)	knowledge	الثلاثاء Tuesday	16/11/21	- 02:00 11:00	Zoom via AHE	سيتم ارساله لاحقا Link from UK
19	الورشة الدولية International Workshop with Advance HE (UK)	knowledge	الأربعاء Wed.	17/11/21	- 02:00 11:00	Zoom via AHE	سيتم ارساله لاحقا
20	Writing Your Teaching Philosophy Statement	values	الاحد Sunday	21/11/21	- 12:00 10:00	ZOOM	اضغط هنا للتسجيل
21	Core Competencies (20 hours) Engl	knowledge	الاثنين Mon- Thurs	-22/11/21 26	- 02:00 08:00	D27	-
22	دافعية الطلاب في التعلم (رجال)	values	الثلاثاء Tuesday	23/11/21	- 12:00 10:00	حضورى كلية التربية Education	-
23	دافعية الطلاب في التعلم (نساء)	values	الثلاثاء Tuesday	23/11/21	- 12:00 10:00	حضورى كلية التربية Education	-
24	Preventing Faculty Burnout: Recover the Joy of Teaching	values	الثلاثاء Tuesday	23/11/21	- 12:00 10:00	حضورى - كلية العلوم الطبية التطبيقية Applied Medical Sciences	-

م	البرنامج التربوي/Topic	الوحدة Module	اليوم Day	التاريخ Date	الوقت Time	المكان Location	الرابط Link
25	التطبيقات التربوية لنظام معالجة المعلومات	knowledge	الثلاثاء Tuesday	23/11/21	-12:00 10:00	ZOOM	اضغط هنا للتسجيل
26	استخدام التطبيقات التعاونية في تدريس الطلاب	knowledge	الأربعاء Wednesday	24/11/21	-12:00 10:00	حضور كلية الشريعة والقانون Sharia and Law	
27	استكشاف القيم في التعليم العالي السعودي	values	الخميس Thursday	25/11/21	-12:00 10:00	حضور	
28	تنمية التفكير الإبداعي لدى الطلبة	knowledge	الاحد Sunday	05/12/21	-12:00 10:00	ZOOM	اضغط هنا للتسجيل
29	القيم في المجتمعات الأكاديمية	values	الاثنين Monday	06/12/21	-12:00 10:00	حضور - ZOOM	اضغط هنا للتسجيل
30	التدريس الجامعي في ضوء متطلبات التنمية وسوق العمل ومهارات القرن الواحد والعشرين	knowledge	الاثنين Monday	06/12/21	-12:00 10:00	ZOOM	اضغط هنا للتسجيل
31	كتابة الفلسفة في التدريس	values	الثلاثاء Tuesday	07/12/21	-12:00 10:00	ZOOM	اضغط هنا للتسجيل
32	Classroom Observation to Promote Learning	practice	الثلاثاء Tuesday	07/12/21	-12:00 10:00	حضور - كلية العلوم الطبية التطبيقية Applied Medical Sciences	
33	أساسيات في تحليل الاختبارات والاستفادة من قراءتها نتائجها	knowledge	الثلاثاء Tuesday	07/12/21	-12:00 10:00	ZOOM	اضغط هنا للتسجيل
34	برنامج مكثف قصير (التعلم القائم على المشروعات) عربي	knowledge	الأربعاء - الخميس Wed-Thurs	08/12/21 -09	-12:00 10:00	D27	
35	تقويم التدريس، وبناء جدول مواصفات الاختبار	knowledge	الأربعاء Wed	08/12/21	-12:00 10:00	حضور - كلية الشريعة والقانون Sharia and Law	
36	Integrating Communication Skills in the Classroom	knowledge	الأربعاء Wed	08/12/21	-12:00 10:00	ZOOM	اضغط هنا للتسجيل
37	مهارات الاتصال	knowledge	الخميس Thursday	09/12/21	-12:00 10:00	ZOOM	اضغط هنا للتسجيل
38	Promoting Deep Learning in your Classroom (SOLO Taxonomy)	knowledge	الخميس Thursday	09/12/21	-12:00 10:00	ZOOM	اضغط هنا للتسجيل
39	التصميم المنهجي للتعليم " نموذج دك و كاري "	knowledge	الاحد Sunday	12/12/21	-12:00 10:00	ZOOM	اضغط هنا للتسجيل
40	Avoiding Common Teaching Mistakes-A Discussion	knowledge	الاحد Sunday	12/12/21	-12:00 10:00	ZOOM	اضغط هنا للتسجيل
41	برنامج الكفايات الأساسية في التعليم والتعلم للأستاذ الجامعي (عربي) 53 (20 ساعة)	knowledge	الاثنين -Monday الخميس Thursday	13/12/21 -16	-02:00 08:30	حضور - D27	
42	Lesson planning	knowledge	الثلاثاء Tuesday	14/12/21	-12:00 10:00	حضور - D27	
43	استراتيجيات التعامل مع الطلاب	values	الثلاثاء Tuesday	14/12/21	-01:30 11:30	حضور - كلية التصميم College of Design	
44	تصميم التعليم وفق نموذج (آدي)	knowledge	الثلاثاء Tuesday	14/12/21	-12:00 10:00	ZOOM	اضغط هنا للتسجيل
45	التطبيقات العملية لتدريس الصفوف الكبيرة: الاستراتيجيات وأدوات التقنية	knowledge	الأربعاء Wednesday	15/12/21	-12:00 10:00	ZOOM	اضغط هنا للتسجيل
46	التعلم الذاتي	knowledge	الخميس Thursday	16/12/21	-12:00 10:00	ZOOM	اضغط هنا للتسجيل
47	القيم التدريسية العالمية	values	الاحد Sunday	19/12/21	-12:00 10:00	ZOOM	اضغط هنا للتسجيل
48	التدريس الجامعي في ضوء متطلبات التنمية وسوق العمل ومهارات القرن الواحد والعشرين	knowledge	الاحد Sunday	19/12/21	-12:00 10:00	ZOOM	اضغط هنا للتسجيل

الرابط Link	المكان Location	الوقت Time	التاريخ Date	اليوم Day	الوحدة Module	البرنامج التدريبي/ Topic	م
اضغط هنا للتسجيل	ZOOM	-10:00 12:00	21/12/21	الثلاثاء Tuesday	practice	Development through Peer Observation of Teaching	49
-	D27	2:00-8:00	21/12/21 -22	الثلاثاء- الأربعاء Tues-Wed	knowledge	برنامج مكثف قصير (هندسة الذاكرة) عربي	50
اضغط هنا للتسجيل	ZOOM	-10:00 12:00	21/12/21	الثلاثاء Tuesday	knowledge	First Day of Class: Get Ready	51
-	حضور/D27	-10:00 12:00	22/12/21	الأربعاء Wed	values	Values in a global world	52
اضغط هنا للتسجيل	ZOOM	-10:00 12:00	23/12/21	الخميس Thursday	knowledge	التخطيط للدروس	53