

Policies and guidelines for the training of teaching staff

Staff training policy

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1. Purpose and context

This document sets out the policies and guidelines for carrying out the training activities of the staff of the Department of Veterinary Medicine of Sassari.

The aim is to promote the development of the skills and competences of staff involved in organizational management, research and teaching activities through training. With regard to the staff involved in teaching, the training aims to improve the lectures and practicals and to support the students' learning pathway. This document indicates how the training activity is planned and implemented.

These guidelines are drafted in accordance with the requirements of AVA3 (D.CDS.3.1 Endowment and qualification of teaching staff and tutors) and, where applicable, EAEVE¹, as specified in the ESEVT SOPs (standard 9 1.1)².

The training activities are mandatory for the Department's accreditation in accordance with EAEVE SOPs and AVA3 ANVUR guidelines. The participation of lecturers is documented through the recording of attendance at the training activities or, alternatively, through participation and passing the learning assessment tests/tests.

This action is in accordance with Ministerial Decree no. 773 of 10 June 2024 in which the "General Guidelines for University Planning 2024-2026 and the indicators for assessing results"³ were issued. One of the strategic objectives selected by the University of Sassari focuses on qualifying and improving the skills of the University's staff through continuous training for the staff involved in teaching and for technical and administrative staff, in order to strengthen academic networking.

¹ The current policy revision is a corrective action to the minor deficiency found during the EAEVE accreditation visit for "partial compliance due non-compulsory training in teaching and assessment for all teaching staff" (EAEVE [Visitation Report](#)).

² [ESEVT Standard Operating Procedure \(SOP\) rev. 2019 as amended in September 2021](#)

³ Ministerial Decree No. 773 of 10 June 2024 'General Guidelines for University Planning 2024-2026 and Indicators for the Evaluation of Results'.

The document was drafted by the Group for the Training of the Degree Course in Veterinary Medicine (CdLMV) and approved by the Council of the Department of Veterinary Medicine of Sassari at its meeting 17 December 2024.

Addressees of the proceedings

- Departmental teaching staff, academic or contractual (Academic Staff);
- Technical and administrative staff of the Department (Support Staff);
- PhD students, postdoctoral fellows and junior staff;
- Freelancers on contract at the Veterinary Teaching Hospital and extramural;
- External tutors responsible for compulsory practical training (elective practical training, EPT, providers).

2. Objectives of Staff Training

Training and developing the knowledge, skills and abilities of staff is at the heart of the process of public administration renewal in human resources management. Any organization must invest in the skills of its staff, through appropriate training, to be line with the times and respond to the cultural and technological changes in society⁴.

Training has a twofold significance:

- strengthens the individual skills of individual employees;
- structurally strengthens the administration with a view to continuously improving the quality of services offered to students and the region.

3. Procedures

a) Programming of training activities

- The training initiatives are developed on an annual basis considering the different operational areas, whether individual or of collective interest, of the Department, the degree courses and the University Veterinary Teaching Hospital.
- The design of the activities also takes into account relevant indications formulated by stakeholders, statutory and regulatory indications, relevant objectives of the University's strategic planning and initiatives.
- The Department makes available or activates initiatives to find additional resources to ensure the implementation of training activities.
- On an annual basis, the training working group plans the calendar of activities and submits it to the Department Council for approval.

⁴ Circular of the Minister of Public Administration of 24.3.2023 'Planning of training and development of functional competences for the digital, ecological and administrative transition promoted by the National Recovery and Resilience Plan'.

b) Mode of conducting training

Training is delivered by means of face-to-face courses, blended courses or online courses.

c) Training database and certificates of attendance

- Courses delivered online are deposited in an online repository so that they can be used for ex-post asynchronous training also for newly recruited staff.
- Participation in training activities is recorded on the Department's training database.
- Attendance at the courses will be followed by a compulsory learning assessment and the issuing of a certificate of attendance.

d) Evaluation and monitoring of compulsory training activities

- In order to properly evaluate the training provided, an evaluation questionnaire is administered to the participants at the end of each course in order to detect the opinions of those attending the initiative.
- At the end of the annual activities, the working group monitors the achievement of the educational objectives and reshapes the educational proposals, aligning them with the objectives of the Department and University.