

DAFFODIL INTERNATIONAL UNIVERSITY
Faculty of Business and Entrepreneurship

PROFESSIONAL DEVELOPMENT POLICY

For FBE Faculty and Staff

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Policy Owner	Dean, Faculty of Business and Entrepreneurship
Responsible Office	FBE Dean’s Office / HR Department
Approved by	Academic Council, DIU
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VERSION HISTORY

Version	Date	Author	Changes
1.0	Feb 2026	FBE QA Committee	Initial Release

TABLE OF CONTENTS

1. List of Abbreviations
2. Policy Statement
3. Background and Justification
4. Definitions
5. Scope and Purpose
6. Principles of the Policy
7. Professional Development Categories
8. Implementation Strategies
9. Responsibilities and Roles
10. Funding and Support
11. Procedures for Policy Compliance
12. Key Performance Indicators
13. References and Approval

Appendix A: Individual Professional Development Plan (FBE-PD-003.1)

Appendix B: Training/Workshop Request Form (FBE-PD-003.2)

Appendix C: Conference Attendance Application (FBE-PD-003.3)

Appendix D: Industry Attachment/Sabbatical Application (FBE-PD-003.4)

Appendix E: Annual Development Review Form (FBE-PD-003.5)

Appendix F: Post-Activity Report Template (FBE-PD-003.6)

1 LIST OF ABBREVIATIONS

Abbreviation	Full Term
AACSB	Association to Advance Collegiate Schools of Business
CPD	Continuing Professional Development
DIU	Daffodil International University
FBE	Faculty of Business and Entrepreneurship
FDP	Faculty Development Program
HoD	Head of Department
HR	Human Resources
IPDP	Individual Professional Development Plan
KPI	Key Performance Indicator
MDP	Management Development Program
MoU	Memorandum of Understanding
PD	Professional Development
PhD	Doctor of Philosophy
QAO	Quality Assurance Office
R&D	Research and Development
ToT	Training of Trainers
UGC	University Grants Commission

2 POLICY STATEMENT

The Faculty of Business and Entrepreneurship (FBE) at Daffodil International University (DIU) is committed to fostering a culture of continuous learning and professional growth among its faculty members and staff. This policy establishes a comprehensive framework for professional development that enhances teaching excellence, research productivity, industry engagement, and administrative effectiveness.

FBE recognizes that investing in the professional development of its human capital is essential for achieving academic excellence, maintaining AACSB accreditation standards, and fulfilling the faculty's mission to develop ethical business leaders for Bangladesh's sustainable economic development.

All faculty members and staff are encouraged and expected to actively participate in professional development activities aligned with their career goals, departmental needs, and the faculty's strategic objectives.

3. BACKGROUND AND JUSTIFICATION

3.1 Strategic Context

The FBE Strategic Plan 2025-2030 emphasizes the development of academically qualified and professionally experienced faculty as a critical success factor. AACSB Standard 3 (Faculty Sufficiency and Deployment) and Standard 4 (Faculty and Professional Staff Management) specifically require business schools to demonstrate ongoing professional development of faculty aligned with the school's mission.

3.2 Rationale for Professional Development

- Enhance teaching quality through pedagogical innovation and technology integration
- Increase research productivity and scholarly contributions
- Maintain currency in discipline-specific knowledge and industry practices
- Build leadership and administrative capabilities
- Support faculty in achieving terminal qualifications (PhD)
- Foster industry connections and practical experience
- Promote a culture of lifelong learning and continuous improvement

4. DEFINITIONS

Term	Definition
Professional Development	Systematic activities and experiences that enhance the knowledge, skills, and competencies of faculty and staff to improve their effectiveness in their roles.
Faculty Development Program (FDP)	Structured programs designed to enhance teaching, research, and service capabilities of academic faculty.
Industry Attachment	A temporary assignment in an industry organization to gain practical experience and maintain professional currency.
Sabbatical Leave	An extended period of leave granted for research, advanced study, or professional renewal.
Scholarly Academic (SA)	Faculty who sustain currency through peer-reviewed research and teaching (AACSB classification).

Term	Definition
Practice Academic (PA)	Faculty who sustain currency through professional engagement and applied contributions (AACSB classification).
Instructional Practitioner (IP)	Faculty who sustain currency through continued professional experience (AACSB classification).

5. SCOPE AND PURPOSE

5.1 Scope

- All full-time and part-time faculty members of FBE
- All administrative and support staff within FBE
- Research associates and teaching assistants
- All departments and centers under FBE

5.2 Purpose

1. Establish FBE's commitment to continuous professional development of its human resources
2. Define the framework for planning, implementing, and evaluating professional development activities
3. Ensure alignment with AACSB faculty qualification and development requirements
4. Provide clear guidelines for funding, approval, and reporting of development activities
5. Support career progression and retention of high-performing faculty and staff

6. PRINCIPLES OF THE POLICY

#	Principle	Description
1	Strategic Alignment	All PD activities align with FBE strategic goals, departmental needs, and individual career objectives.
2	Equity and Access	PD opportunities are available to all eligible faculty and staff based on merit and need.
3	Accountability	Participants are accountable for applying learning and contributing to institutional goals.
4	Quality Focus	PD activities are evaluated for quality and impact on performance.
5	Balance	Development balances teaching, research, industry engagement, and service.
6	Sustainability	PD investments generate long-term value for individuals and the institution.

7. PROFESSIONAL DEVELOPMENT CATEGORIES

Category	Activities	Target Outcomes
Teaching Enhancement	Pedagogical workshops, instructional design, educational technology training, course development	Improved student learning outcomes, innovative teaching methods
Research Development	Research methodology workshops, publication writing, grant writing, research ethics	Increased publications, research grants, scholarly recognition
Discipline Currency	Conferences, seminars, professional certifications, industry attachments	Up-to-date knowledge, maintained AACSB qualification status
Leadership Development	Management training, leadership programs, administrative workshops	Enhanced management capabilities, succession planning
Technology Skills	LMS training, data analytics, AI tools, digital pedagogy	Digital competency, tech-enabled teaching and research
Advanced Qualifications	PhD programs, post-doctoral research, terminal degree support	Higher qualification rate, academic credentialing

8. IMPLEMENTATION STRATEGIES

8.1 Individual Professional Development Plan (IPDP)

Each faculty member shall develop an Individual Professional Development Plan (IPDP) annually, in consultation with their Department Head. The IPDP shall include:

- Self-assessment of current competencies and development needs
- Short-term (1-year) and long-term (3-5 year) development goals
- Planned activities and timelines
- Resource requirements and funding requests
- Expected outcomes and success indicators

8.2 Annual Development Calendar

Period	Activity
January	IPDP Submission and Review
February-March	Teaching Excellence Workshop Series
April-May	Research Methodology and Publication Workshops
June-July	Summer Industry Attachments and Certifications
August	New Faculty Orientation and Onboarding
September-October	Technology and Digital Skills Training
November	Leadership Development Programs
December	Annual Development Review and Planning

9. RESPONSIBILITIES AND ROLES

Position	Key Responsibilities
Dean	Provides strategic direction for faculty development; Approves major PD investments and sabbaticals; Allocates budget for professional development; Champions a culture of continuous learning
Associate Dean (Academic)	Coordinates teaching enhancement programs; Oversees new faculty orientation; Monitors teaching quality improvements; Facilitates pedagogical innovation
Department Heads	Reviews and approves individual IPDPs; Identifies departmental development priorities; Mentors junior faculty; Evaluates PD outcomes at department level
Faculty Members	Develops and executes IPDP; Actively participates in PD activities; Shares learning with colleagues; Documents and reports PD outcomes
HR/Admin Support	Coordinates logistics for PD activities; Maintains PD records and documentation; Processes funding requests; Tracks compliance with PD requirements

10. FUNDING AND SUPPORT

10.1 Funding Categories

Activity Type	Max Support	Eligibility
Local Conference Attendance	BDT 25,000	All faculty; 1 per year
International Conference	BDT 150,000	With accepted paper; 1 per 2 years
Professional Certification	BDT 50,000	Approved certifications relevant to discipline
Short Training/Workshop	BDT 15,000	Aligned with IPDP; approval by HoD
Industry Attachment (1-3 months)	Full salary	Senior faculty; once every 5 years
PhD Study Support	50% fee waiver	Full-time faculty; bond agreement
Research Grant Writing Support	BDT 20,000	For external grant applications

10.2 Non-Financial Support

- Reduced teaching load for research-active faculty
- Flexible scheduling to accommodate development activities
- Access to online learning platforms and databases
- Mentoring and coaching support
- Recognition and awards for development achievements

12. KEY PERFORMANCE INDICATORS

KPI	Baseline	2028	2030	Freq.
Faculty with PhD (%)	40%	55%	70%	Annual
IPDP Completion Rate	50%	70%	90%	Annual
PD Activities per Faculty/Year	1	2+	3+	Annual
Conference Presentations	2	15+	25+	Annual
Industry Certifications Obtained	2	10+	20+	Annual
Teaching Workshop Participation	60%	80%	95%	Annual
Satisfaction with PD Programs	60%	70%	800%	Annual
AACSB SA/PA/IP Qualification (%)	40%	60%	80%	Annual

13. REFERENCES AND APPROVAL

References

1. AACSB International. (2024). 2024 AACSB Standards for Business Accreditation.
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4. UGC Guidelines on Faculty Development.
5. DIU Academic Council Regulations.
6. World Bank. (2019). Bangladesh tertiary education sector review: Skills and innovation for growth (Education Global Practice, South Asia Region). World Bank Group.
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Approval

Role	Name/Title	Signature/Date
Prepared by	FBE Quality Assurance Committee	
Reviewed by	Associate Dean (Academic)	
Approved by	Dean, Faculty of Business and Entrepreneurship	

APPENDIX A: INDIVIDUAL PROFESSIONAL DEVELOPMENT PLAN*Form Reference: FBE-PD-003.1***Section 1: Personal Information**

Name	
Department	
Date of Joining	
Highest Qualification	
Employee ID	
Designation	
Plan Period	
AACSB Classification	

Section 2: Self-Assessment of Competencies

Competency Area	Self-Rating (1=Needs Dev, 5=Expert)
Teaching and Pedagogy	☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5
Research and Scholarship	☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5
Discipline/Industry Knowledge	☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5
Technology and Digital Skills	☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5
Leadership and Management	☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5
Communication and Collaboration	☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5

Section 3: Development Goals

Short-Term Goals (Next 12 Months):

Long-Term Goals (3-5 Years):

Section 4: Planned Development Activities

#	Activity	Category	Timeline	Est. Cost	Priority
1					
2					
3					
4					

APPENDIX B: TRAINING/WORKSHOP REQUEST FORM*Form Reference: FBE-PD-003.2*

Name	
Department	
Designation	
Date of Request	

Training/Workshop Details

Program Title	
Organizing Body	
Venue/Location	
Dates	
Duration	

Cost Breakdown

Registration Fee	
Travel (if applicable)	
Accommodation (if applicable)	
Other Costs	
TOTAL REQUESTED	

APPENDIX C: CONFERENCE ATTENDANCE APPLICATION*Form Reference: FBE-PD-003.3*

Name	
Department	
Designation	

Conference Details

Conference Name	
Organizing Body	
Location	
Dates	
Conference Website	

Participation Type

- ☐ Paper Presentation ☐ Poster Presentation
☐ Session Chair/Discussant ☐ Attendee Only

Paper/Presentation Details

Paper Title	
Co-Authors	
Acceptance Status	☐ Accepted ☐ Under Review ☐ To be submitted

Cost Estimate

Registration Fee	
Airfare/Travel	
Accommodation	
Per Diem	
Visa/Travel Insurance	
TOTAL	

APPENDIX D: INDUSTRY ATTACHMENT/SABBATICAL APPLICATION*Form Reference: FBE-PD-003.4*

Name	
Department	
Designation	
Years of Service at DIU	
Last Sabbatical/Attachment	

Type of Request

- ☐ Industry Attachment (1-3 months) ☐ Sabbatical Leave (6-12 months)
☐ Research Fellowship ☐ Visiting Faculty Position

Attachment/Sabbatical Details

Host Organization	
Location	
Start Date	
End Date	
Host Contact Person	

APPENDIX E: ANNUAL DEVELOPMENT REVIEW FORM*Form Reference: FBE-PD-003.5*

Name	
Department	
Review Period	
Date	

Development Activities Completed

#	Activity	Category	Date	Outcome
1				
2				
3				
4				

Overall Assessment

Assessment Area	Rating
Progress on IPDP Goals	☐ Excellent ☐ Good ☐ Satisfactory ☐ Needs Improvement
Participation in PD Activities	☐ Excellent ☐ Good ☐ Satisfactory ☐ Needs Improvement
Application of Learning	☐ Excellent ☐ Good ☐ Satisfactory ☐ Needs Improvement

APPENDIX F: POST-ACTIVITY REPORT TEMPLATE*Form Reference: FBE-PD-003.6*

Name	
Department	
Activity Title	
Activity Date(s)	
Location	

Activity Summary

Brief description of the activity and key sessions attended:

Key Learnings

What were the most valuable insights or skills gained?

Application Plan

How will you apply what you learned to your teaching, research, or administrative work?

Knowledge Sharing

- ☐ Department presentation/seminar
- ☐ Written report/summary shared with colleagues
- ☐ Workshop for interested faculty
- ☐ Course materials development
- ☐ Other: _____