

Quality and Professional Development Unit

Introduction

The Quality and Professional Development Unit reports directly to the ELC Director. It is mainly concerned with establishing a culture of self-assessment and continuous improvement of the ELC policies and practices. Its work is dedicated to raising the awareness of quality assurance, excellence, and continuous improvement among the academic, administrative and student community at the ELC in accordance with national and international standards.

Objectives

- 1- Evaluate students and courses considering the results of the course report.
- 2- Prepare policies to introduce the culture of self-assessment and continuous improvement of academic and administrative staff practices.
- 3- Train the academic staff in the field of performance evaluation through workshops.
- 4- Liaise on with quality assurance and accreditation internal and external bodies.

Duties and Responsibilities

- 1- Analyze course report results and provide potential solutions to potential challenges encountered by teachers and students.
- 2- Follow up the implementation of policies to guarantee a smooth teaching-learning experience.
- 3- Follow up the implementation of instructors' performance evaluation and provide the ELC Director with solutions to potential challenges.
- 4- Provide quality assurance and accreditation bodies with the required documents and reports for self- assessment and continuous improvement.