

List 2: Information on operations according to the objectives, duties, and powers of higher education institutions.

List 2: No.3 Administration and Personnel Development

Guideline and Responsible Person(s)

Required period of data/information	Within 60 days from the end of the academic year, disclosing at least once a year
Explanation and guidelines for data/information disclosure	Show information on human resource management systems and mechanisms that facilitate or encourage personnel to develop themselves continuously in both academic and professional fields, including information on funding for human resource development (Scholarship/Training/Research) with criteria for each type of scholarship attached in PDF file format for download.
Responsible person(s)	HR

Data Disclosure

Below is the data that will be disclosed on the Stamford website.

3. Administration and Personnel Development

(1) Development of academic personnel in order to develop themselves continuously.

At Stamford International University, we prioritize the continuous development of our academic personnel by implementing a comprehensive training and development framework at both institutional and departmental levels.

- **Institutional Level:** We conduct university-wide training programs focusing on essential skills and knowledge. These programs include:

- **Onboarding Training:** New academic staff undergo one-on-one onboarding sessions, as outlined in our New Employee Onboarding Guide, to ensure a smooth transition into their roles and integration into our community.
 - **Workshops and Seminars:** In collaboration with the Office of Academic Affairs, we regularly organize seminars on critical topics such as research methodologies, academic ethics, and the use of educational technologies like Blackboard Ultra.
 - **Professional Development:** Faculty members are encouraged to attend and present at academic conferences and workshops to enhance their research and teaching capabilities.
- **Departmental Level:** Each department offers specialized training tailored to its academic needs. These may include:
 - **Pedagogical Training:** Focused on improving teaching methods and classroom engagement.
 - **Research Development:** Support for academic research, such as organizing industry expert lectures and providing resources for academic publications.

By utilizing regular performance reviews, feedback surveys, and post-training assessments, we ensure that our academic personnel receive the appropriate development opportunities to excel in teaching, research, and service.

(2) Development of academic support personnel

We also invest in the development of our academic support staff to ensure they provide high-quality assistance to faculty members and the university community.

- **Training Programs:** Support personnel are offered comprehensive training in areas such as administrative management, technical skills, and software use (e.g., Blackboard system and Microsoft Teams) to improve efficiency and service quality.
- **Workshops and Seminars:** Regular workshops on communication skills, office management, and technological updates are conducted to keep staff informed of the latest tools and practices in academic administration.

- **On-the-Job Training:** We encourage support staff to learn on the job, allowing them to enhance their skills and competencies through hands-on experience under the guidance of department heads and senior staff.

These development opportunities ensure that academic support personnel can effectively contribute to the institution's overall academic and operational success.

(3) Information on funding for such development

While specific details of funding are managed by respective departments, we provide various financial support mechanisms to facilitate both academic and support staff development:

- **Professional Development Funding:** We offer funding for academic personnel to attend conferences, workshops, and training programs both locally and internationally. This includes covering costs for travel, registration fees, and accommodation, where necessary.
- **Institutional Budget Allocation:** A portion of the university's annual budget is allocated for training and development programs for both academic and support staff. This ensures that all personnel have access to necessary resources for continuous professional growth.
- **Collaborative Partnerships:** We actively seek partnerships with external organizations and academic institutions to co-sponsor training initiatives, allowing for additional development opportunities with minimal financial burden on the university.

Through these funding mechanisms, we ensure that academic and support personnel are continuously equipped with the skills and knowledge required to meet the evolving needs of the university and its stakeholders.