



ICHAS

Section 6– Staff Recruitment, Management and Development

Subject:	Procedures associated with Staff Communication		
Date Approved by Board of Directors:			February 2021
Policy Version	1/2021	Date due for Revision	February 2024
Parent Policy	Policy on Staff Communication		

INTRODUCTION

ICHAS provides programmes at the main Limerick campus as well off-campus centres and all part time programmes are delivered through a blended learning model, using both traditional face-to-face and online teaching and learning. This means that lecturers and administrative staff can be geographically dispersed. The College recognises that there has to be consistency of communication, and therefore understanding and sharing of knowledge between those lecturers who are based at the main campus and those who are based in off-campus centres is important.

RESPONSIBILITIES

ROLE/ PERSON	RESPONSIBILITY
Programme Directors	Programme Specific Communication
Programme Co-ordinators	Day to day communication
Directors of Studies	Communication on systemic matters at either Undergraduate or Postgraduate level shared across programmes
Vice President (Academic Affairs)	Overall responsibility for Effective Academic communication
Registrar	Overall responsibility for coordination of Assessment as well as Teaching and Learning Communications
Educational Technologist	Overall communication supporting Blended learning and online educational resources
Vice President (Corporate Affairs)	Corporate Communication matters
Quality Enhancement Officer	Communication regarding quality monitoring, review and auditing

PROCEDURES

The following procedures are in place to support regular staff communication.

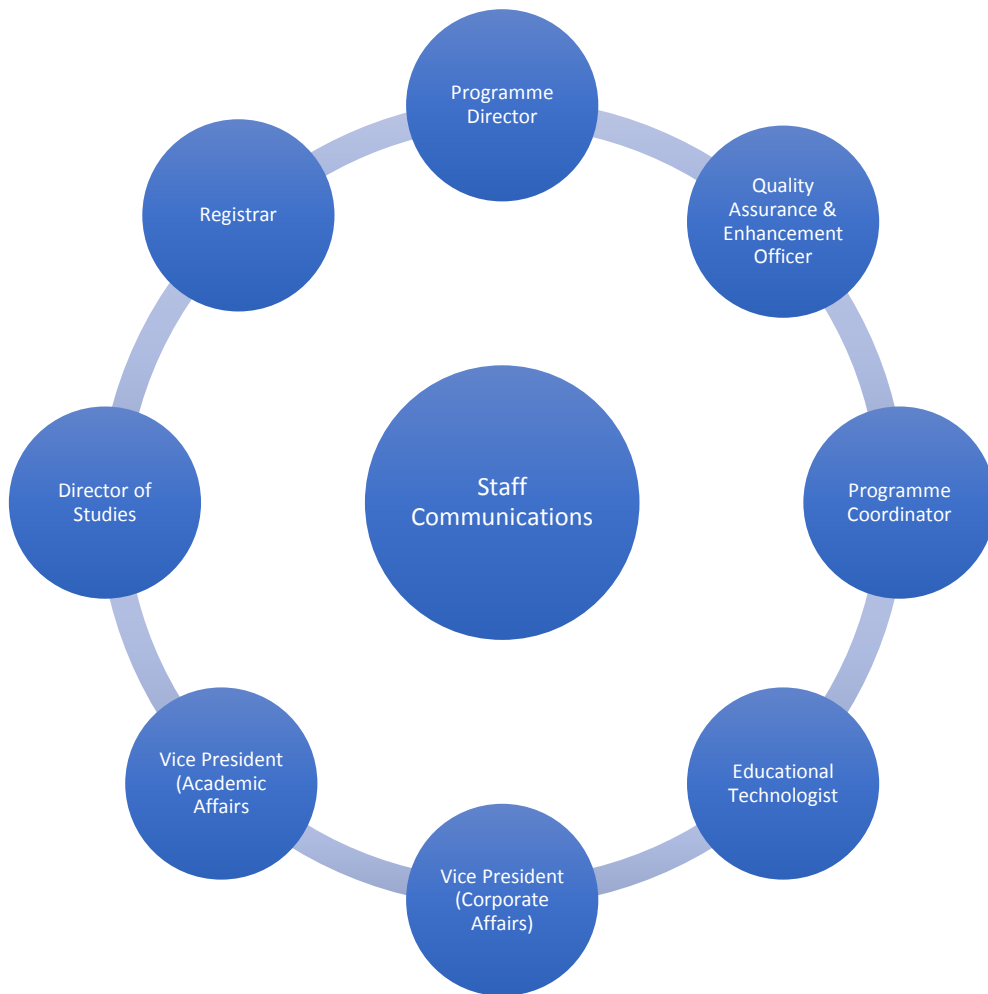
On an ongoing basis, the Programme Directors, Programme Co-ordinators, Directors of Studies, Vice President (Academic Affairs) and the Registrar are primarily responsible for day-to-day communication with lecturers and are tasked that all general communications are issued to all lecturers, selecting appropriate methods according to geographic location and programme mode.

To this end, the college facilitates the following, as part of the ongoing communication procedures for new and existing staff:

- All programme-specific information is available in hard copy and digital format in advance of the academic year, which includes timetables, academic calendar, assessment schedule, marking guidelines, practice placement requirements, student handbook. This ensures consistency and clarity of information across all centres and lecturers. Teaching staff receive a specific calendar of Academic Meetings for each academic year prior to commencement of each Academic year and at induction for new members of Faculty.
- The Programme Board meetings and Board of Examiners meetings are an important element of faculty communication. Lecturers may attend in person or using videoconferencing technology, maximising participation by lecturers in off- campus centres.
- The relevant Director of Studies or someone nominated by the Vice President (Academic Affairs) visits off-campus centres on a planned basis over the course of each academic year and participates in online discussions with teaching staff.
- A high level of personal contact (in person, by telephone or through email) is maintained by the Programme Co-ordinators with all teaching staff.
- There are regular In-Service Days. These days are designed to maximise peer interaction, relationship-building and idea-sharing. They also ensure that information is presented simultaneously and in a uniform fashion to all teaching staff. The ICHAS learning management system incorporates discussion fora as necessary, to encourage peer interaction and exchange of views/ideas.

GRAPHICAL PRESENTATION OF PROCEDURE

The following Chart outlines the range of personnel involved in various aspects of Staff Communications.



Linked Policies and Procedures

Linked Policies	Policy on Staff Recruitment, Management & Development Policy on Staff induction Policy on Staff Communication Policy on Staff Development Policy on Staff Performance & Appraisal Policy on supporting staff engagement with Blended Learning
Linked Procedures	Procedures associated with Staff Recruitment, Management & Development. Procedures associated with Staff induction. Procedures associated with Staff Development Procedures associated with Staff Performance & Appraisal Procedures associated with supporting staff engagement with Blended Learning