

**SIRPORC Model used for the process of the design, delivery, and assessment of the induction course for new higher education faculty of CETYS University.**

**Introduction.**

The following table documents the process that has been used by the Department of Human Resources and CDMA staff from 2009 to design, deliver, and assess the course of induction applied to new faculty by the hour of higher education. The model describes the process in regard to the acronym SIRPORC whose meaning is as follows:

**S: Supplier**

**I: Input**

**R: Requirement**

**P: Process**

**O: Output**

**R: Requirement**

**C: Client**

**Induction course for Instructors of Higher Education that participate in Undergraduate Programs. Description:** This course is composed of a set of short workshops aimed at new teachers of undergraduate level in order to enable them to have a successful beginning of school year in regards to the use of the Blackboard platform, implementation of pedagogical principles and institutional learning outcomes of the institutional educational model and to identify the key moments of the semester: outline of the course, learning outcomes, learning assessment, and assessment of teaching performance. The course is delivered through the Department of Human Resources supported by CDMA staff and full-time higher education teaching personnel. The course is conducted prior to the start of each semester and has a maximum duration of 20 hours covered in person and online. The teaching materials that support this course are concentrated in the Guide for Instructors of Higher Education.

**Purpose or raison d ' être:** The objective of the course is to introduce the new faculty of higher education to the institutional educational model, institutional learning outcomes, institutional policies that apply to the course instructors and give them a basic training for the use and management of the Blackboard platform.

<b>Input 1 and Supplier:</b> roster of the participating faculty of each School Campus.	<b>Requirements:</b> in addition to the roster, documentation is needed to integrate the	<b>Activities:</b> (1) Revise and update the Guide for Instructors of Higher Education. (2) Revise and update the curricular design of the Induction Course highlighting the	<b>Output 1 and its client:</b> roster of participants that successfully	<b>Requirements:</b> To successfully conclude the course, each participant must
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	personal file of each instructor at the Department of Human Resources. Instructor's payroll intake format.	learning outcomes and the learning experiences to achieve them. (3) Set the most appropriate date to deliver the Induction Course and include the course in the Faculty Training Semester Program from CDMA. (4) Communicate, in a timely manner, to the School Departments the Faculty Training Semester Program. (5) Deliver and assess the induction course according to the scheduled program. (6) Assess the obtained results and set actions of improvement for the following edition of the course.	concluded the induction course directed to School Departments and human resources in campus. Participation award.	attend all course sessions and pass the assessment on-line on the course's learning outcomes.
<b>Input 2 and Supplier:</b> Suggestions for updating the Guide for Instructor's of Higher Education from the School Departments, human resources, library and information technology, and staff from the Office of the President.	<b>Requirements:</b> Deliver them on the January-June semester of each year so they can be incorporated on time to the new version of the Guide for Instructors of Higher Education.	<b>Resources:</b> CDMA staff, full time faculty participating as facilitators in delivering the course, personnel from the human resources department, Guide to Instructors of Higher Education, Blackboard platform, Training Rooms, Supplementary Teaching Materials, Cafeteria services and human resources formats in order to hire teaching personnel by the hour. <b>Controls or policies:</b> Faculty Training Semester Program from CDMA,	<b>Output 2 and its client:</b> Suggestions for improvement from the participants and the facilitator of the course regarding its content and logistics. These suggestions are directed to the department of human resources and CDMA staff.	<b>Requirements:</b> Participants must fill out the course's assessment formats and facilitators must inform the human resources department or CDMA staff of any anomalies or irregularities in the delivery of the service or performance of the support resources in order to deliver the course.
<b>Input 3 and supplier:</b> Suggestions for updating the course's structure from participating instructors and course facilitators.	<b>Requirements:</b> suggestions must be analyzed to assess their importance by the CDMA staff and the departments of higher education.	Institutional policies for hiring adjunct instructors and Academic Policies that apply to faculty by the hour, Program or Induction Course.	<b>Output 3 and its client:</b> updated version of the Guide for Instructors of Higher Education and updated program of the Induction Course; both are directed to adjunct instructors or by the	<b>Requirements:</b> The Guide and the Course must be available in hard copy and electronic format before the date of delivering the course.

		hour or new adjunct instructors.	
<b>Input 4 and supplier:</b> suggestions for delivering the course and duration from school and human resource departments.	<b>Requirements:</b> suggestions must be analyzed to assess their importance by the CDMA staff and the departments of human resources.	<b>Output 4 and its client:</b> Forms for the assessment of the course duly filled out by the department of human resources and CDMA staff.	<b>Requirements:</b> all participants who have concluded the course must complete the assessment of the course.
<b>Input 5 and supplier:</b> formats for assessment of the course from CDMA filled out by participants.	<b>Requirements:</b> the formats are updated, provided by CDMA and applied by the department of human resources.	<b>Output 5 and its client:</b> files duly integrated from new instructors for the department of human resources.	<b>Requirements:</b> the entire faculty must have a file with the basic information in order to comply with the legal processes of hiring personnel, and be authorized as adjunct instructors of CETYS University.
<b>Measures of performance of the process:</b> (1) number of participants with regard to the final list delivered by the school departments; (2) Number of participants who complete the induction course; (3) Number of participants that pass the course. (4) Number of anomalies recorded in the delivery of the course; (5) Assessment of the performance of the facilitators.			

This model is regularly revised and updated by the CDMA staff and the department of human resources, seeking to optimize the execution of the process and the nature of the activities, resources, controls, and performance measures.