



REGULATIONS

**on the Supervision of Lecturers Commencing to
Conduct Educational, Methodological, Scientific,
Scientific and Technical, and Administrative
Activities at Ivan Kozhedub Kharkiv National
Air Force University**



**The Air Force of the
Armed Forces of Ukraine**

APPROVED

By the decision of the Academic Council
of Ivan Kozhedub Kharkiv National
Air Force University
Protocol 19.08.2022 № 9

REGULATIONS

on the Supervision of Lecturers Commencing to Conduct Educational, Methodological,
Scientific, Scientific and Technical, and Administrative Activities
at Ivan Kozhedub Kharkiv National Air Force University

Enacted by the order of the Commandant
of the Ivan Kozhedub Kharkiv National
Air Force University 19.08.2022 № 975

CONTENTS

1. General Provisions	3
2. Purpose and Objectives of the Supervision	3
3. Organization of the Supervision	3
4. Duties of the Supervisor	4
5. Duties of the Lecturer Starting to Conduct Educational, Methodical, Scientific, Scientific-Technical, and Administrative Activities	5
Annex 1	6
Annex 2	9

1. General Provisions

1.1. A supervisor is appointed for the direct guidance and support of lecturers who are beginning to conduct educational, methodological, scientific, scientific-technical, and administrative activities.

This supervision is a form of individual activity and an essential component of the professional adaptation and development program for lecturers starting their educational, methodological, scientific, scientific-technical, and administrative activities.

1.2. The supervisor is one of the most experienced academic and research staff members of the department, possessing a high level of professional preparation, strong communication skills, and flexibility in interaction, with extensive experience in educational, methodological, scientific, scientific-technical, and administrative work, excellent performance indicators, significant life experience, and the ability and willingness to share professional expertise. The supervisor must hold an academic degree and title and have at least 10 years of teaching experience.

2. Purpose and Objectives of the Supervision

1.2. The purpose of supervision is the rapid and effective adaptation of young lecturers to the specifics of educational, methodological, scientific, scientific-technical, and administrative activities within the faculty and department, as well as providing practical assistance in the preparation, organization, and conduct of classes.

1.3. Objectives of supervision:

rapid adaptation of the lecturer, who is beginning educational, methodological, scientific, scientific-technical, and administrative activities, to the educational process within the faculty and department;

providing theoretical and practical assistance to the novice lecturer in mastering educational technologies, forms, and methods of conducting classes, as well as in the effective use of teaching aids and the educational material-technical base;

developing pedagogical skills;

fostering a desire for continuous pedagogical improvement and exploration.

3. Organization of the Supervision

2.1. The organization of the activities of supervisors is conducted by the chief (deputy chief) of the department.

A supervisor is appointed immediately after the appointment of a lecturer who is beginning educational, methodological, scientific, scientific-technical, and administrative activities.

A supervisor may oversee no more than two young lecturers simultaneously.

2.2. Candidates for the position of supervisor are reviewed at a departmental meeting and approved by the chief (deputy chief) of the department. After the approval of the candidates for supervisors, the Chief (Deputy Chief) of the department prepares

a report informing the Deputy Commandant of the University for Academic Affairs. By order of the Deputy Commandant of the University for Academic Affairs, the Academic Department drafts an order of the University Commandant to assign supervisors to novice lecturers.

The appointment of a supervisor is conducted by mutual agreement between the assigned supervisor and the novice lecturer to whom they will be assigned.

2.3. The supervisor is assigned to a novice lecturer for a period of two years.

2.4. Supervision is established over the following scientific-pedagogical staff:

those beginning their pedagogical activities;

those transferred to another position, if performing their duties requires expanding and deepening professional knowledge and acquiring new practical skills;

those who need additional preparation to conduct classes on complex blocks of content modules, content modules, or specific topics;

those who need additional preparation due to a long break in pedagogical activities (more than 3 years).

2.5. Replacement of a supervisor is conducted by order of the University Commandant in cases of:

transfer to another workplace or dismissal of the supervisor;

transfer to another workplace or dismissal of the novice lecturer;

psychological incompatibility between the supervisor and the novice lecturer, according to the conclusion and written report (application) of the Chief (Deputy Chief) of the department.

2.6. The decision to allow a novice lecturer to conduct classes independently is made at a departmental meeting.

4. Duties of the Supervisor

The supervisor must:

for effective supervision, develop a Professional Development Plan for the novice lecturer, designed for a two-year period, and submit it for approval to the Chief (Deputy Chief) of the Department. A sample structure of the Professional Development Plan is provided in Annex 1;

assist the novice lecturer in preparing their Individual Professional Development Plan;

provide supervision in the preparation, organization, and conduct of trial class and other classes, as well as in the proper documentation of educational-methodological materials;

support the organization of outside the classroom activities, research and exploratory work, preparation of visual aids, technical teaching tools, educational material-technical resources, and handouts;

assist in selecting educational and methodological literature for self-study and organizing self-education;

- invite the novice lecturer to attend the supervisor's classes and other experienced scientific-pedagogical staff classes, as well as various outside the classroom events;
- be present during classes conducted by the novice lecturer, performing detailed analysis and review;
- promote the development of the novice lecturer's individual pedagogical style;
- submit proposals to the Chief of the Department on improving the work with the lecturer who begins to conduct educational, methodological, scientific, scientific-technical, and administrative activities.

5. Duties of a Lecturer Beginning to Conduct Educational, Methodical, Scientific, Scientific-Technical, and Administrative Activities

A lecturer who begins conducting educational, methodical, scientific, scientific-technical, and administrative activities must:

- develop an Individual Professional Development Plan and have it approved by the supervisor. A template and structure of the Individual Professional Development Plan are provided in Annex 2;
- study the requirements of guiding documents regarding the organization and conduct of the educational process at the university, faculty, and department;
- actively participate in the educational, methodical, scientific, scientific-technical, and administrative activities of the department;
- prepare thoroughly and conduct classes effectively, and perform self-analysis of conducted lessons;
- respectfully accept feedback from the supervisor and other experienced scientific-pedagogical staff, continuously working to improve their professional skills;
- attend various types of classes conducted by the supervisor and other experienced scientific-pedagogical staff, learning to analyze them;
- seek practical assistance from the supervisor and other experienced scientific-pedagogical staff of the department;
- complete professional development courses at the university in teaching methodology mastery.

APPROVED

Chief of Physical Education, Special
Physical Training, and Sports Department

Colonel Vitalii KYRPENKO

“ ” 2022

PLAN OF PROFESSIONAL DEVELOPMENT

for the lecturer

of Physical Education, Special Physical Preparation, and Sports Department
employee of the Armed Forces of Ukraine, ZAMARAEV Mykola Hryhorovych

№	Planned Activities	Deadline	Who Provides Assistance	Completion Note
1	2	3	4	5
1. Study of guiding documents				
1	1.1. Study of job responsibilities			
2	1.2. Study of guiding documents on the organization of educational, scientific, scientific-technical, and innovative activities at the University, faculty, and department			
2. Academic activities				
3	2.1. Familiarization with the main regulatory documents of the University governing the training of cadets (students, trainees) in a specific specialty (specialization)			
4	2.2. Familiarization with planning and reporting documents for the organization and accounting of academic activities at the faculty and department			

1	2	3	4	5
3. Methodical activities				
5	3.1. Familiarization with the main planning and reporting documents for the organization and accounting of methodological activities at the faculty and department			
6	3.2. Participation in methodological activities of the faculty and department			
7	3.2. Development of educational-methodological materials for conducting classes			
5. Scientific (scientific-technical) activities				
8	Familiarization with the scientific (scientific-technical) activities of the department and its academic and research staff			
6. Preparation and professional development				
9	Professional development through the university's advanced training courses in teaching methodology mastery			
7. Educational material-technical base				
10	Familiarization with the elements of the educational material-technical base of the faculty and department			
8. Technical educational equipment				
11	Familiarization with technical educational aids and their potential applications			
9. Self-education				
12	Visiting educational and outreach institutions, events, and other related activities			
1	2	3	4	5
13	Conducting a trial class			
14	Independent teaching of training sessions			

1	2	3	4	5
15	Supporting of educational, methodical, scientific, and scientific-technical activities			

Senior Lecturer
Physical Education, Special Physical
Preparation, and Sports Department
PhD (Pedagogical Sciences),
Associate Professor
Lieutenant Colonel

Vitalii ZOLOCHEVSKYI

“ _____ ” _____ 2022

APPROVED

Senior Lecturer of Physical Education,
Special Physical Preparation, and Sports
Department

Lieutenant Colonel

Vitalii ZOLOCHEVSKYI

“ ____ ” _____ 2022

**INDIVIDUAL PLAN
OF PROFESSIONAL DEVELOPMENT**

for the lecturer

of Physical Education, Special Physical Preparation, and Sports Department
employee of the Armed Forces of Ukraine, ZAMARAIEV Mykola Hryhorovych

№	Planned Activities	Deadline	Who Provides Assistance	Completion Note
1	2	3	4	5
1. Governing Documents				
1	1.1. Study of duties according to the position			
2	1.2. Study of guiding documents requirements on the organization of educational activities:			
	1.2.1. Laws of Ukraine: — —			
	1.2.2. Resolutions of the Cabinet of Ministers of Ukraine: — —			
	1.2.3. Orders of the Ministry of Education and Science of Ukraine: — —			
	1.2.4. Orders of the Ministry of Defense of Ukraine: — —			

1	2	3	4	5
	1.2.5. Orders of the University Commandant: — —			
	1.2.6. Regulations, instructions, methodological guidelines (recommendations): — —			
2. Main Regulatory Documents on the Organization of the Academic Process				
3	2.1. Familiarization with the main regulatory documents governing the training of cadets (trainees, students) in a specific specialty (specialization):			
	2.1.1. Regulations on the organization of the educational process at the University			
	2.1.2. Educational-professional, educational-scientific, and professional training programs for military specialists			
	2.1.3. Academic plan			
	2.1.4. Individual Academic plan of cadets (trainees, students)			
	2.1.5. Syllabi of academic disciplines			
	2.1.6. Academic syllabi of academic disciplines			
	2.1.7. Timetable of classes			
4	2.2. Familiarization with the main documents on the organization, accounting, and planning of the educational process at the department:			
	2.2.1. Regulations on the department			
	2.2.2. Department work plan for the academic year			
	2.2.3. Department work plan for the month			

1	2	3	4	5
	2.2.4. Journal of accounting for the educational workload of the department's scientific-pedagogical staff			
	2.2.5. Protocols of department meetings			
	2.2.6. List of topics of qualification works for each educational program			
	2.2.7. List of topics of military-scientific works according to the department's profile			
	2.2.8. Reporting materials on the professional development of the department's scientific-pedagogical staff			
	2.2.9. Journal of control and mutual class visits			
	2.2.10. Work programs of academic disciplines			
	2.2.11. Educational-methodical materials for the department's academic disciplines			
	2.2.12. Materials for conducting the final assessment of cadets (trainees, students)			
3. Academic Activities				
5	3.1. Study of the main types of classes at the university			
6	3.2. Study of the structure and content of educational-methodical materials for a specific academic discipline			
7	3.3. Practical development of educational-methodical materials for a specific academic discipline:			
	3.3.1. Preparation of methodological materials			
	3.3.2 Preparation of detailed lesson plans for conducting lessons			
	3.3.3 Preparation of other related documents			

1	2	3	4	5
8	3.4. Study of the issue of organization and conduct of independent work of cadets (trainees, students)			
9	3.5. Study of the issue of practical preparation of cadets (trainees, students)			
10	3.6. Study of control measures as a necessary element of feedback in the educational process			
4. Methodical Activity				
11	4.1. Study of the main tasks and forms of methodical activity at the university, faculty, and department			
12	4.2. Study of issues discussed at department meetings as a center of methodical activity			
13	4.3. Familiarization with the organization and conduct of control and mutual visits of educational sessions			
14	4.4. Participation in:			
	4.4.1. Educational-methodical gatherings			
	4.4.2. Methodical meetings			
	4.4.3. Conferences			
	4.4.4. Seminars			
	4.4.5. Round tables			
	4.4.6. Master classes			
	4.4.7. Department meetings			
	4.4.8. Other events of methodical activity			
15	4.5. Attendance of open and demonstration classes			
5. Scientific and Scientific-Technical Activity				
16	5.1. Familiarization with the main guiding documents on the organization and conduct of scientific and scientific-technical			

1	2	3	4	5
	activities			
17	5.2. Familiarization with:			
	5.2.1. the list of main directions of inventive and rationalization work of the department;			
	5.2.2. the list and titles of military-scientific work topics of cadets (students, trainees) according to the department profile;			
	5.2.3. the work of the military-scientific society circle of cadets.			
6. Preparation and Professional Development				
18	Professional development in the University's professional development training courses on methodological mastery	According to the order of the University Commandant	Course Supervisors	
7. Material-Technical Base				
19	Familiarization with elements of the educational material-technical base of the faculty and department			
8. Technical Educational Aids				
20	Familiarization with the composition of the department's technical educational aids and their technical characteristics			
9. Self-Education				
21	Visiting educational and outreach institutions, events, etc			
22	Conducting a trial class			
23	Independent teaching of training sessions			

Lecturer of Physical Education, Special Physical
Preparation, and Sports Department
Employee of the Armed Forces of Ukraine, Mykola ZAMARAYEV

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