**Human Resource Management in Education**

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| Program | **Masters of Philosophy in Education**  |
| Course Code | **ED671** |
| Credit Hours | **3** |
| Duration | **15 \* 2 = 30 sessions** |
| Prerequisites | **None**  |
| Resource Person |  **Fariha Gul** |
| Counseling Timing |  |
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**Chairman/Director Programme signaturae………………. Dean’s signature…………**

**Introduction**

This course aims to familiarize students with the basic principles and techniques of personnel and human resource management in education sector. This course illustrate that human resource management is more than just accepting employment applications and keeping records. It is a central organizational activity of increasing complexity and importance to school improvement. Students have the opportunity to research and practice problem solving and leadership skills as applied to human resources.

**Learning Outcomes**

After completion of the course, the students will:

1. Demonstrate knowledge of the human resource function in education sector.

2. Apply knowledge of school leadership domains and standards to human resources planning, hiring and retention of personnel, professional development, and personnel policies and issues.

3. Demonstrate the ability define human resource problems, research relevant data and literature, analyze alternatives, determine a solution, and communicate the decision substantiated with supporting information.

4. Demonstrate professional growth in interpersonal and collaborative skills that promote teamwork and positive interactions with individuals and groups, both internal and external to the educational organization.

5. Analyze how human resources are managed through comparing, contrasting and implementing salary and benefit packages.

**Teaching Methodology**

Owing to the objective of university of management and technology to provide students best learning opportunities, multiple teaching methods will be adopted including lectures, seminars, discussions, projects, assignments, presentations and quizzes.

**Assignments:**

In order to involve students through whole teaching learning process, they are supposed to perform different tasks including;

1. Class activities ( including reviews of books and research papers)
2. A final term project of developing case study
3. Class presentations on selected topics

**Term Project of developing a case study**

A research paper is required in this course. A research paper will be written describing how personnel and human resource management is practiced in local context. The research paper should be detailed enough to demonstrate synthesis of information and research in the field as described in the course content (including textbook and relevant articles)

The research paper should be 10 – 12 pages in length and include at least ten references in addition to the course texts. References should be listed at the end of the paper and should follow the American Psychological Association (APA) formatting. The APA web site can be consulted for assistance.

 **Class presentations**

The scholars are supposed to Select a topic from the following list of topics and present it in the class. The scholars will make a detailed write up of topic covering its all aspects, and submit to the instructor, before giving presentation in the class.

* Human resource management in education sector (purpose and structure)
* Departments and distribution of authority centralization and decentralization
* Federal and provincial system
* Grading of posts
* Recruitment process
* School level (Primary and Secondary)
* College level
* Staffing (educators/ subject specialist/ lecturers/ university professors) administrative staff
* Types of employment regular/permanent, BPS, contractual/ internees/ teacher assistance , tenure track
* Personnel management
* Higher education/ university level
* Per- and in service trainings continuous professional development
* Promotions/ leave rules
* Appraisal/ performance appraisals reviews
* Accreditation or licensing
* Re-designing human resource in education

**Recommended Materialfor further reading:**

1. El MostafaHdiggui (2006 ). Human Resource Management in the Education Sector **:** Division of Educational Policies and Strategies, UNESCO http://unesdoc.unesco.org/images/0015/001508/150801e.pdf
2. [Piety Runhaar](http://journals.sagepub.com/author/Runhaar%2C%2BPiety)(2016). How can schools and teachers benefit from human resources management? Conceptualising HRM from content and process perspectives.Educational management and leadership. Sage Journals
3. Butler, N. (1999). Human resource management in educational organisations: a study of human resource management practices as they exist within schools. Masters Coursework thesis, Faculty of Education, The University of Melbourne.
4. [Gary C. McMahan](http://journals.sagepub.com/author/McMahan%2C%2BGary%2BC), [Patrick M. Wright](http://journals.sagepub.com/author/Wright%2C%2BPatrick%2BM),  (1992). Theoretical Perspectives for Strategic Human Resource Management. Journal of Management. Sage Publisher
5. Legge K. (1995) What is human resource management?. In: Human Resource Management. Management, Work and Organisations. Palgrave, London
6. Chinyere A. Omebe (2014 ). Human Resource Management In Education: Issues And Challenges. British Journal of Education.. Vol.2,No.7,pp.26-31,
7. AzlineerSarip and MohamadAbdillahRoyo (2014 ). Strategic HR in Higher Educational Institutions in Malaysia and Denmark. International Journal of Trade, Economics and Finance, Vol. 5, No. 1,
8. Sara L. Rynes1, Tamara L. Giluk1 and Kenneth G. Brown ( 2007). The Very Separate Worlds of Academic and Practitioner Periodicals in Human Resource Management: Implications for Evidence-Based Management. Academy of Management Journal. 2007, Vol. 50, No. 5, 987–1008.
9. Human Resource management in education: present and future

http://www.actedu.in/wp-content/uploads/2015/10/HUMAN-RESOURSE-IN-EDUCATION.pdf

**Grade Evaluation Criteria**

Following is the criteria for the distribution of marks to evaluate final grade in a semester.

**Marks Evaluation Marks in percentage**

Class activities 15

Mid Term exam 25

Class presentation 30

Final term Project 30

Total **100**

**Calendar of Course contents to be covered during semester**

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| --- | --- | --- |
| **Week** | **Content** |  **Reference** |
| **1** | Introduction to human resource management | ***Power point presentation*** |
| **2** | Theories and models of human resource management (I) | ***Power point presentation and class activity***  |
| **3** | Strategic human resource management | ***Power point presentation and class discussion***  |
| **4** | Human resource management in organization  | ***Power point presentations***  |
| **5** | Practices of human resource management  | ***Power point presentations and class activity*** |
| **6** | Job analysis  | ***Power point presentation and class activity***  |
| **7** | Talent management  | ***Class discussion and activity***  |
| **8** | *Presentations* | (article reviews) |
| **9** | *Presentations* | (article reviews) |
| **10** | ***Mid term*** |  |
| **11** | Training and developing employees  | ***Power point presentation and readings***  |
| **12** | Performance management and appraisal  | ***Power point presentation*** |
| **13** | Compensations and incentives  | ***Power point presentation*** |
| **14** | Managing global human resources | ***Power point presentation*** |
| **15** | Managing human resources in entrepreneurial firms  | ***Power point presentation*** |
| **16** | ***Final exam*** |  |