

TITLE: PROFESSIONAL DEVELOPMENT

EFFECTIVE DATE: March 13, 2006

LAST REVISION: October 26, 2007

Policy No. 6.027.1

Policy Statement

A. General

Sowela Technical Community College is committed to both career-related and job-related professional development activities. Sowela accepts that people - the student, the academic staff, and support staff – are the key to attainment of commitment. By encouraging and supporting continuing professional development of all its staff, Sowela will be assisting them in the contribution to this commitment and through the work of the academic staff in particular, to the quality of learning of their students.

B. Definition

Professional development refers to the policies, procedures, and activities which assist all staff to meet academic and professional needs in ways that are consistent with the objectives of the institution. The principal purposes of professional development are to optimize the quality of working life and to achieve excellence by enhancing and supporting the existing strengths and potential contributions of all members of staff to the workforce of Sowela.

C. Professional Development Leave

To propose a professional development leave, the employee and his or her department head/immediate supervisor must develop a cooperatively-developed, written plan describing the proposed activity at least 30 days prior to the requested leave.

The plan is submitted to the appropriate Vice Chancellor for approval, in accordance with institution procedures. The written development plan may address the following issues, as applicable:

- A description of the activity or activities to be undertaken by the employee during the leave period.
- The requested period of time for the activity (provide dates or the range of time).
- The relation of the activity to the employee's current job responsibilities.
- How the activity may enhance his/her current position and assist in the employee's transition into future STCC career-related positions.
- The relation of the activity to the unit's mission and goals.

- A statement of the relative importance of the activity to the overall needs of the unit and available resources.
- The impact, if any, on the employee workload and other employees in the unit.

It is expected that employees and department heads meet at scheduled intervals to discuss professional development issues/concerns. Department heads may support an employee's request to participate in a professional development program by assisting the employee with compiling all program information, and reviewing an alternative work schedule (if necessary).

After such time the department head must submit all documentation to the appropriate Vice Chancellor and to the Director of Human Resources for approval. Upon approval, a regular status employee whose performance is satisfactory or better may be eligible in general for 5 workdays of paid time per calendar year for professional development.

In approving a professional development leave, the Vice Chancellor considers the proposed duration of the leave, scheduling, staffing, and budget consideration.

D. Professional Development Activities and Eligibility

Professional development activities may include, but are not limited to: opportunities for on-the-job-training, cross training, coaching, and job-related course of study; attendance at courses, workshops, seminars, conferences, institutes, lectures, and meeting; and participation in professional and technical associations.

To facilitate an employee's participation in professional development activities, the Vice Chancellor along with the Director of Human Resources may approve: flexible work options such as alternate work schedules; a period of paid or unpaid leave; partial or full payment or reimbursement of training expenses; or other assignments as deemed necessary.

An employee must meet the following requirements to be eligible for professional development activities:

- Completion of six months of full-time employment with the institution, and
- Job performance that is rated as satisfactory or better

In approving professional development activities, both the Vice Chancellor and the Director of Human Resources shall consider scheduling, staffing, budget, and other related considerations.

E. Guidelines for Granting Professional Development Leave

The amount of professional development leave to be granted depends upon the specific requirements with the individual professional development plan.

In general, employees may be granted 5 workdays or 40 hours of approved paid leave time annually.

Professional development leave is not available for part-time employees.

F. Professional Development Leave Follow – up

The employee must complete the Sowela Professional Staff Development Evaluation and Review form after attendance to a workshop, seminar, etc. The Evaluation and Review form is submitted to the department head and the Vice Chancellor along with any other brochures and agendas received while attending the event. If the program is deemed one that would be of value to other staff members, then a mini workshop or meeting may be scheduled to share the information in a more in-depth manner.

G. Travel and Reimbursement of Expenses

All travel and expense reimbursement will be handled according to *STCC Policy #6.007.1 Leave, Attendance, & Travel Policy*

H. Documentation

A copy of the approved professional development plan is placed in the employee's personnel file.

Source of Policy: HR
Related Policy: LCTCS

Approved by: _____
Chancellor

Responsible Administrator: Human Resources
LCTCS Policy Reference: 6.002
LCTCS Guideline Reference: NA
Date: _____

Sowela Professional Staff Development Evaluation and Review

APPLICANT INFORMATION

Submission Date:	Name:	Dept:
Supervisor:	Phone:	Campus Phone:
Email:	Date of Activity Proposed:	Location:

PROJECT OVERVIEW

Briefly describe the activity you wish to attend. Explain how this experience will enhance your professional career work. State how this learning opportunity will impact Sowela.

*Paragraph/abstract of proposal (*Attach copies of announcements, brochures or related forms that describe the experience in detail).*

BUDGET OVERVIEW

Registration: \$	Release Dates: _____ to _____
Travel: \$	Release Time: _____ AM/PM to _____ AM/PM
Food/Lodging: \$	
Total: \$	no cost to STCC

Employee Signature	Date:
Immediate Supervisor Signature	Date:
Vice Chancellor Signature	Date:
Director of Human Resources Signature	Date:

FOR HUMAN RESOURCES DEPARTMENT USE ONLY

- | | |
|---|---|
| <input type="checkbox"/> Time and Attendance Submitted | <input type="checkbox"/> Travel documents attached |
| <input type="checkbox"/> Sowela Policy Requirements met | <input type="checkbox"/> Appropriate brochures attached |

Sowela Professional Staff Development Evaluation and Review

PARTICIPANT INFORMATION

	Date:
Name:	Phone:
Title of Activity:	Event Date(s):

PROJECT REVIEW

Evaluate the significance of the learning activity.

What are the benefits/impacts on Sowela and your personal professional development?

What related goals need to be addressed through further development?

Is the knowledge you gained useful to other staff? Yes No

Would you consider conducting a workshop or demonstration? Yes No

Employee Signature	Date:
Immediate Supervisor Signature	Date:
Vice Chancellor Signature	Date:
Director of Human Resources Signature	Date: