

PROFESSIONAL DEVELOPMENT PROGRAM

Policies and Procedures: F-III-d

The purpose of the Professional Development Program is to provide opportunities and incentives for all staff to improve the effectiveness of instruction and the efficiency and effectiveness of all support programs. Ongoing participation in development activities is expected for all staff. This supports the College mission "to provide a comprehensive range of educational programs and services for students and a dynamic, multicultural community."

The goal of the Professional Development Program is to implement a variety of opportunities which support innovative development activities by:

1. providing opportunities to participate in seminars, workshops, exchanges, and other activities to enhance knowledge and skills and thus, improve the effectiveness of the institution,
2. providing opportunities to "return to university" to increase expertise in a professional field, and
3. providing opportunities to "return to industry" to gain state-of-the-art experiences by working on site in business and industry.

The appropriate dean and/or vice president(s) shall approve all activities and expenditures for development activities for their respective areas.

Development Committee for Professional Employees, Faculty, Administrators, and Other Employees in Positions Requiring a College Degree

A standing Development Committee for Professional Employees has been established to solicit, collect and judge proposals submitted for development and to provide input for development activities on campus for all professional staff.

The following procedures relate to the duties and operation of the Committee and describe how to initiate and submit a proposal.

Duties- (1) The primary duty of the Committee shall be to solicit and evaluate the merits of the proposals submitted and make recommendations for funding to the dean or appropriate vice president. (2) The Committee shall also serve as an advisory committee for the Coordinator, Center for Professional Development and Training and Director, University Center for planning development activities on campus. The Committee and the Development Committee for Support Staff shall meet jointly in the Spring to review institutional needs and recommend development emphases for the coming year to the vice presidents, who, with the concurrence of the President, shall determine the emphasis for the year.

Composition- The Committee shall consist of nine voting members. Three faculty members shall be selected from Workforce Education, three faculty members from Arts and Sciences (for this purpose the list will include the names of the librarians who hold faculty rank), and three members from the administrative/professional staff. The Coordinator, Center for Professional Development and Training and the Director, University Center shall serve as ex-officio members to the Committee.

Selection Procedure- In odd years, Arts and Sciences shall elect two members and Workforce shall elect one member. In even years, Arts and Sciences shall elect one member and Workforce shall elect two members. Each April, the Faculty Council shall send a ballot to all faculty members. The nomination form shall include the names of all full-time faculty members in each dean's area. For this purpose, the librarians who hold faculty rank will be included with the faculty in the Arts and Sciences area. Each faculty member shall vote for four people. The Faculty Council shall tabulate the votes. The person(s) with the most votes, from a division different from current committee representatives in each dean's area, shall become a committee member.

Also, each April, the Coordinator, Center for Professional Development and Training shall send a ballot to all administrative/ professional staff. The ballot shall include the names of all non-faculty professional staff. Each member shall vote for two individuals to serve on the Committee. The Coordinator, Center for Professional Development and Training shall tabulate the votes, and the person(s) receiving the greatest number of votes shall join the Committee.

Note: the new person(s) shall not be from the same area (Executive Vice President, Instruction, President, Program Development or Student Services) as a current representative. In even years, two members shall be elected and in odd years, one member shall be elected.

After the elections each Spring, the outgoing Chairperson shall call a combined meeting of the old and new Committee members to elect a Chairperson from the members who have one year to serve.

Terms of Service-The members shall serve two years. A year of service shall begin with the Fall semester. A Committee member whose term has expired must not return to the Committee for a period of one calendar year.

Filling Vacancies-Vacancies shall be filled from the balloting done in April. The person having the next most votes in the category in which the vacancy occurs will be asked by the Committee Chairperson to complete the term.

Meetings-Meetings shall be held as the Committee Chairperson deems necessary. The Chairperson shall notify all faculty/professional staff concerning any deadlines for submission of proposals.

Development Committee for Support Staff

A standing Development Committee for Support Staff shall be established to solicit, collect and judge proposals submitted for development and to provide input to the Coordinator, Center for Professional Development and Training and the Director, Human Resources for development activities on campus for all support staff. These two administrators will communicate on a regular basis with the vice presidents concerning professional development plans for support staff.

The following procedures relate to the duties, establishment and operation of the Committee and describe how to initiate and submit a proposal.

Duties- (1) The primary duty of the Committee shall be to evaluate the merits of the proposals submitted and make recommendations for funding. (2) The Committee shall also serve as an advisory committee for the vice presidents for planning professional development activities on campus. The Committee and the Development Committee for Professional Employees shall meet jointly in the Spring to review institutional needs and recommend professional development emphases for the coming year to the vice presidents, who, with the concurrence of the President, shall determine the emphasis for professional development activities for the year and inform all employees.

Composition-The Committee shall consist of seven voting members selected from the full-time support staff.

Selection Procedure-Annually, in April, the office of the Coordinator, Center for Professional Development and Training shall send a ballot to all support staff. The ballot shall include the names of all full-time support staff. Each employee shall vote for four individuals to serve on the Committee. The office of the Coordinator, Center for Professional Development and Training shall tabulate the votes and the employee(s) receiving the greatest number of votes shall join the Committee. There will be four categories on each ballot (Executive Vice President, Instruction, President/Program Development, and Student Services). Two committee members will always be from staff who work in the Executive Vice President's area, two from Instruction, two from Student Services, and one from the President's area. In odd years, three members shall be elected and in even years, four members shall be elected.

After the elections each spring, a combined meeting of the old and new Committee members shall be called to elect a Chairperson from the members who have one year to serve.

Terms of Service-The members shall serve two years. A year of service shall begin with the fall semester. A Committee member whose term has expired must not return to the Committee for a period of one calendar year.

Filling Vacancies-Vacancies shall be filled from the balloting done in April. The person having the next most votes in the category in which the vacancy occurs will be asked by the Committee Chairperson to complete the term.

Meetings-Meetings shall be held as the Committee Chairperson deems necessary. The Chairperson shall notify the support staff concerning any deadlines for submission of proposals.