

## POLICIES AND PROCEDURES

Subject: Professional Development Program Reference: F-III-d

Source: Vice President, Instruction Eff. Date: April 21, 2017

Approval Auth.: President Approved: \_\_\_\_\_

Remarks: Replaces previous policy dated January 27, 2017

Date: April 21, 2017

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 employees. This supports the college's mission "to engage, educate, and enrich its 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. College-wide professional development opportunities will be made available through the Professional & Organizational Development Department.

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 by full-time, regular professional employees 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 appropriate Dean or Vice President. (2) The Committee shall also serve as an advisory committee for the Coordinator of Professional & Organizational Development for planning development activities on campus.

**Composition** - The Committee shall consist of nine voting members. Three faculty members shall be selected from Workforce & Public Service and Health Professions; three faculty members from Arts, Sciences & Business (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 of Professional & Organizational Development shall serve as ex-officio member to the Committee.

**Selection Procedure** - In odd years, Arts, Sciences & Business shall elect two members and Workforce & Public Service and Health Professions shall elect one member. In even years, Arts, Sciences & Business shall elect one member and Workforce & Public Service and Health Professions 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, Sciences & Business 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, shall become a Committee member. **Note:** the new person(s) shall not be from the same department as a current representative.

Also, each April, the Coordinator of Professional & Organizational Development shall send a ballot to all administrative/professional staff. The ballot shall include the names of all eligible non-faculty professional staff. In even years, two members shall be elected and in odd years, one member shall be elected. The Coordinator of Professional & Organizational Development 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 (Finance & Administration; Instruction; President; Research, Effectiveness, and Information Technology; or Student Success) as a current representative.

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

**Terms of Service** - The Committee 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 two calendar years.

**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 Committee 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 of Professional & Organizational Development for development activities on campus for all support staff. The Coordinator of Professional & Organizational Development 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 Coordinator of Professional & Organizational Development for planning professional development activities on campus.

**Composition** - The Committee shall consist of seven voting members selected from the full-time support staff. The Coordinator of Professional & Organizational Development shall serve as an ex-

officio member to the Committee.

**Selection Procedure** - Annually, in April, the Office of the Coordinator, Professional & Organizational Development shall send a ballot to all support staff. The ballot shall include the names of all eligible full-time support staff. In odd years, three members shall be elected and in even years, four members shall be elected. Two members will always be from staff who work in the Finance & Administration area; two from Instruction; two from Student Success; and one from the areas of the President and Research, Effectiveness, & Information Technology. The Office of the Coordinator, Professional & Organizational Development shall tabulate the votes and the employee(s) receiving the greatest number of votes shall join the Committee.

After the elections each spring, a combined meeting of the old and new Committee members shall be called to elect a Committee 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 two calendar years.

**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 Committee Chairperson shall notify the support staff concerning any deadlines for submission of proposals.