



COLLEGE ADMINISTRATIVE PROCEDURE MANUAL

Procedure Title	Procedure Number	Page(s)	Date Adopted:
Professional Development Program	DK - I	1	08/26/2025

BASED ON BOARD POLICY

Section	Policy Title	Policy Number	Date Adopted:
D – Personnel	Professional Development	DK	08/26/2025

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 core values of people, inclusiveness, integrity, communication and excellence.

The goal of the Professional Development Program is to create and 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.