

CP 2.19.1

Professional Development

Related Board of Trustee Policy: BP 2.19

Responsible Official *President*
Approvals *11/22/99*
Revision

Procedure

Staff Development Plan

In accordance with institutional needs, resources and policies, the administration supports staff development by:

1. Providing in-service workshops to meet the needs of administrative, faculty, counselors and support staff.
2. Providing incentives, financial support and/or release time for pursuit of academic course-work, training programs and advanced certifications/degrees.
3. Providing adequate and appropriate professional subscriptions, reading materials and memberships to support individual development.

The individual staff member supports staff development by:

1. Developing a planned program of personal and professional development. Taking part in appropriate in-service workshops.
2. Pursuing advanced degree course work, training programs and certifications/degrees appropriate to his/her area of responsibility.
3. Taking part in individual professional reading, memberships, and/or appropriate to area of responsibility.

Strategy

1. All employees are encouraged to maintain a current professional portfolio.
2. Each faculty/staff member annually will have at least once conference with their supervisor during annual evaluation to discuss evaluation, professional development goals and overall program evaluation.
3. The college's professional development program will be developed on the basis of the needs identified through professional development inventory.
4. In house in-service opportunities, Tier I activities and individual staff/faculty requests will be developed and considered based upon the needs identified through professional development inventory.
5. Annually professional development activity will be considered in overall employee evaluation.