



Professional Development Policy	Employee Policies
	Effective Date: May 16, 2019
	Approved Revision Date: May 16, 2019

- (1) The Vice President of Instruction shall create a plan for the professional development and growth of all College faculty, and the plan shall be reviewed (and revised if necessary) by the Executive Team on a yearly basis.
- (2) Supervisors will plan and evaluate professional development and growth practices and opportunities of faculty subordinates during the Performance Evaluation process, and Programs shall request funding for those opportunities as part of their budget request.
- (3) All College faculty will be encouraged to participate in professional development and growth opportunities in order to remain current in their technical fields and instructional techniques.
- (4) Documentation:
  - (a) All college faculty will report all of their professional development and growth activities in the college's Human Capital Management System.
  - (b) The HR Manager will make available a record of professional development and growth activities to employees and their supervisors through the College's Human Capital Management system.