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Approved:	Dr. Kimberly Blosser
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Professional Development Program Policy

1.0 Purpose

The purpose of this policy is to provide faculty and staff with professional development opportunities that increase knowledge, skill, and abilities, resulting in enhanced contributions to the College mission and goals.

2.0 Revision History

Original Policy: Unknown
Revised: November 2004
Revised: October 2006
Revised: October 2014
Revised: June 2020

3.0 Applicability

This policy applies to all full-time faculty (teaching, administrative, and professional), classified staff employees, part-time classified staff, adjunct faculty and wage (hourly) non-student employees.

4.0 Policy

Our college mission values learning. We strive to foster an environment that ignites and sustains a passion for lifelong learning. Providing professional development opportunities for the employees of the College is one of the ways we place that value in action. Providing professional development to faculty and staff is an investment in their careers and the College's future.

5.0 Definitions

- a. Professional Development- Any non-credit activity that is required to perform one's job duties, or activity that enhances one's career and/or professional goals. Examples may include conferences, seminars, non-credit classes, software courses, job-specific training. *Please note, any credit activity that is required to perform one's job duties or activity that enhances one's career and/or professional goals is covered under the Educational Assistance and Continuous Learning Program.*
- b. Faculty and/or staff member- all full-time faculty (teaching, administrative, and professional), classified staff employees, part-time classified staff, adjunct faculty and wage (hourly) non-student employees.
- c. Direct Supervisor- the person to whom the faculty and/or staff member officially reports to (i.e.: dean or supervisor).
- d. President's Direct Report- division or unit leader who reports directly to the President of the College.
- e. Chief Human Resources Officer (CHRO)- the position responsible for the human resources function collegewide.

6.0 Professional Development Funding Sources

- a. Local funds- Local professional development funds awarded by the College Board. **Note, this form of funding requires approval from the President's Direct Report for the unit.*
- b. State funds- State professional development funds allocated by supervisors within the departmental budget.
- c. Grant funds- Restricted professional development funds as allowed per grant agreements.

7.0 Procedures

- a. A faculty or staff member who has an interest to participate in a professional development opportunity shall communicate with their direct supervisor, either verbally or in writing, to discuss:
 - the description of the professional development activity,
 - the expected costs of the professional development to include registration, material, and travel fees, etc.,
 - how the activity will help in the performance of duties or contribute to professional goals. This should include how the activity is work related and how the College will benefit from the faculty/staff member's participation,
 - the appropriate budget source.

- b. Professional development budget allocation is finite. Therefore, the supervisor will review the request within the following parameters:
- managers and division leads will be equitable in considering requests for employees across disciplines and departments in the division, as not all professional development requests can be granted approval
 - funds are to be utilized first for those employees not participating in educational assistance program monies,
 - no more than two employees should attend the same conference if travel is required (exceptions are VCCS Conferences, grant-funded conferences, and/or required conferences),
 - it is recommended travel for professional development is carefully considered. When less travel is expensed, more professional development can be funded
 - local funds are to be utilized by division before departmental funds (unless the PD is required for accreditation purposes and there is benefit in tracking through department funds for SACSCOC purposes).
- c. The direct supervisor will determine if a faculty or staff member may proceed with the professional development opportunity, as well as the funding source to be utilized as delegated by their President's Direct Report.
- d. If approval to proceed is granted by the supervisor, the faculty or staff member will submit a pre-approval request through the travel and expense procedures as outlined by the Shared Service Center (ie: Chrome River). Please note, if the professional development is an internal Workforce Solutions class/seminar/etc., please contact Human Resources for reimbursement or payment guidance.
- *For guidance on submitting pre-approval and reimbursement requests, please view the [VCCS SSC Website](#). **Please remember, the budget numbers submitted are where funds are actually charged. Errors result in additional journal entries by business office staff.***

8.0 Sanctions

Failure to follow this policy and relevant State/VCCS policies may result in non-reimbursement of funds.

9.0 Interpretation

The authority for interpretation of this policy rests with the Chief Human Resources Officer (CHRO).

10.0 Authority/Reference

DHRM Policy 5.05 Employee Training and Development

CAPP Manual

VCCS Shared Service Guidelines:

<https://www.ssc.vccs.edu/finance-operations/travelandexpense/>

