

E-13

POLICY

Professional Development

To promote the growth and development of faculty and staff, employees will explore and participate in professional development on an annual basis. The College will offer and support a variety of opportunities for faculty and staff. The Office of Professional Development and departments may also select and support employee growth through participation in conferences and other educational opportunities.

Full-Time Faculty

Regular and temporary employees in the faculty classification with an FTE status equal to or greater than 0.75 must complete, on an annual basis, three (3) professional development activities as approved by their direct supervisor.

Non-Faculty Employees

Full-time employees are encouraged to continue to develop as individuals and professionals by participating in ongoing professional development opportunities that will enhance their job performance and allow for continued growth.

Examples could include:

- Professional development activities provided by SCC planned by a cross-divisional committee of faculty, administrators and staff. These are intended for College-wide audiences and are offered as learning development opportunities across multiple mediums.
- Continuing Education is encouraged, and the pursuit of additional degrees assisted by our Continuing Education division. Activities may include the use of tuition waiver or tuition reimbursement benefits for College credit courses, corporate training or non-credit course education.
- Independent exploration can be undertaken by each division. This may include conferences and workshops, industry visits or shadowing and additional training opportunities within a field of study.

It is the expectation of the College that supervisors will review and consider requests for professional development, conferences and training in an appropriate and responsible manner. Employees and supervisors must follow all policies and procedures regarding travel and related expenses as established by Administrative Services.

Employees who attend professional development should provide a brief report of the highlights of development opportunities to their direct supervisor. An emphasis should be made on items which appear to be applicable to improving our institution.

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COLLEGE POLICY

PERSONNEL

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Reviewed: 02/08/19, 07/14/20, 08/10/21, 10/29/21, 12/10/21, 10/21/22, 11/08/22

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Web link:

Tags: professional development

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