

**E-3b(1) PROCEDURE Professional Development**

Effective July 1, 2010, 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. Professional development activities for other faculty in the faculty classification and employees in other classifications will be phased in at a later time.

The following are examples of activities that qualify for professional development:

**A. Professional development activities provided by SCC**

- Face-to-face training opportunities
- VTC training opportunities
- Webinars
- Podcasts
- College in-service
- Other training provided

**B. Continuing Education**

- College credit course
- Corporate training
- Continuing education noncredit course

**C. Independent exploration**

- Conferences and workshops
- Industry visit/shadowing
- Other training opportunities

Employees interested in activities in Categories B and C must have prior approval of their immediate supervisor. Additional requirements for professional leave (P-17), or tuition reimbursement (P-24), should be followed when applicable.

The Human Resources Division and Professional Development Office will have the responsibility to track the completion of professional development activities.

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Adopted Date: 11/16/2010