



<b>Professional Development Policy</b>	
	<b>Employee</b>
	Effective Date: 9/17/2018
Approved Revision Date: 9/17/2018	

- (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) Each direct supervisor will plan and evaluate professional development and growth practices and opportunities of faculty subordinates during the Performance Evaluation process. Each supervisor will report faculty professional development and growth opportunities, including the date of each opportunity and the approximate cost thereof, to the Vice President of Instruction.
- (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 to the Vice President of Instruction, who in turn shall provide the information to the HR Manager.
  - (b) Records of professional development and growth activities by college faculty shall be maintained by the Vice President of Instruction.
  - (c) 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.