

POLICIES AND PROCEDURES

COLLEGE OF THE OUACHITAS

SUBJECT AREA: Personnel Policies and Procedures

POLICY/PROCEDURE: Professional Development of Employees

DATE: August 24, 1996

NUMBER: 2.35

REVISION(S): 12/06/11

Purpose

In order to provide students of the College with the best education possible, to make efficient use of human resources, and to stimulate the institution toward continued growth and improvement, professional development of all College employees is a major priority. Further education, regular association with peers, professional reading, training in specific skills, and participation in a variety of professional development activities are all aspects of continuing professional growth.

Guidelines

The College administration, in conjunction with faculty/staff committees, will implement and provide annual funding for a professional development program that meets the following guidelines:

- A. The administration will provide institutional memberships and subscriptions to appropriate professional journals for faculty and staff. Personal memberships in professional organizations and personal subscriptions to professional journals are the responsibility of the employee.
- B. A budget for faculty/staff travel to workshops, conferences, seminars, institutions, business and industrial sites, other campuses, and other similar professional activities will be funded annually.
- C. In-service workshops for both faculty and staff will be provided on a consistent basis, with emphasis placed on the following: improving teaching and learning, strengthening the institution in the arena of higher education, improving services to and support for students, and improving the effectiveness and efficiency of institutional systems.
- D. A Professional Development Day, plus regularly scheduled in-service days at the beginning of each semester and end of spring semester, will be scheduled each year.
- E. Periodic needs assessments with regard to professional development will be conducted.

- F. The College will pay one annual membership a year for each full-time exempt employee who desires to become an active member of a National Civic Organization with a local chapter up to a maximum of \$600 per year starting in 2011 and with future years, indexing the \$600 with the federal cost of living allowance (COLA) adjustments.

AUTHENTICATION (Signature):

COPP

President

12/06/11
(Date)

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