

## **490-01 PROFESSIONAL DEVELOPMENT PROGRAM—PROCEDURE**

### **1. PURPOSE**

The purpose of this procedure is to outline Coconino Community College's commitment to promoting the concept of a learning college through professional development. The professional development program seeks to help the College fulfill its mission and accomplish its strategic plan. Employees are encouraged to attend training and educational programs that will enhance their abilities to perform and grow in their jobs. Supervisors are expected to reinforce this commitment as well as participate in training.

### **2. PROCEDURE**

#### 1. Scope

Professional development is supported and encouraged in order to meet the following outcomes for all employees.

- a. Provide employees with training and development activities to enhance their job related and required skills, improve their technical and professional competence, and allow employees to obtain and retain job-related certificates and degrees.
- b. Provide opportunities for employees to learn and understand the mission and values of CCC.
- c. Enhance employee morale and motivation by providing development opportunities which promote career enrichment and growth along an employee's career path at CCC.
- d. Retain quality employees.
- e. Encourage employees to gain professional contacts with others outside of CCC.
- f. Enhance work efficiency and better utilize College fiscal resources.
- g. Enable employees to serve as a consultative and developmental resource for the community.

#### 2. Eligibility

All employees in good standing, including employees serving a probationary period, are eligible and encouraged to pursue professional development opportunities.

#### 3. Establishing and Funding Professional Development Goals

- a. Individual supervisors develop a professional development plan with their individual employees based on their training and development needs.
- b. Training and development staff and the affiliated Training and Development Committee gather information concerning employee development needs on a biannual basis.
- c. To increase accessibility and minimize costs, a range of related Training and Development sessions will be offered onsite.
- d. College-wide training and development scholarship funds for off-site training and development opportunities are administered by the Training

and Development Committee, through an application process and other areas. The scholarship application process assesses the following:

1. Supervisor's support of the request.
2. Relationship of the activity to the employee's job duties.
3. Available funding in the Training and Development Scholarship Budget.
4. Available funding from other areas of the college.
5. The training supports Institutional themes or needs as stated in the College's strategic plan and/or other institutional goal statements.
6. Benefit to the College in economic terms, reducing liabilities, preventing accidents, etc.
7. Qualifications or skills possessed by the employee that relate to the professional development activity, based upon input from the employee, the supervisor, or other appropriate committee members.
8. Amount of institutional funds previously received by the employee for professional development activities, whether institutionally funded or departmentally funded.
9. Past willingness to disseminate the information gathered to fellow CCC employees.

e. Departmental professional development budgets are developed and administered by the Director/Dean, based on employee needs and goals that are established through the annual employee evaluation process. If professional development opportunities arise that were not anticipated in the annual goal setting process, the employee is required to present to the supervisor a request that includes a summary of the desired activities and a statement of justification as to how the activity will benefit the Department and the College. Upon receiving such a request, the supervisor should evaluate the merits of the requests based on the following criteria:

1. Supervisor's support of the request.
2. That the training requested supports the goals of the employee as listed in the annual performance evaluation.
3. Relationship of the activity to the employee's job duties.
4. Available funding in the department's budget.
5. Available funding from other institutional or grant funds for professional development activities.
6. The training supports Institutional themes or needs as stated in the College's strategic plan and/or other institutional goal statements.
7. Benefit to the College in economic terms, reducing liabilities, preventing accidents, etc.
8. Qualifications or skills possessed by the employee that relate to the professional development activity, based upon input from the employee, the supervisor, or other appropriate committee members.
9. Amount of institutional funds previously received by the employee for professional development activities, whether institutionally funded or departmentally funded.

4. Post-Professional Development Summary

All employees who receive funding for professional development opportunities must complete a Professional Development Activity Summary Report within 10 working days of completion of the activity or return from the event. If an expense report is required, the summary report must be completed prior to approval of the expense report. The summary report will contain:

- a. A synopsis of the activity.
- b. A statement of how this activity benefited or will benefit the College.
- c. An explanation of how, when and to whom the information will be disseminated.

Upon completion, the summary report is given to the supervisor.

**3. BACKGROUND**

1. References: none
2. Revision history: 04/2000, 04/02/2002, 11/10/2010
3. Legal review: none
4. Sponsor: Human Resources

Adopted by College Council: 11/10/2010

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