

DIN: 4020-1-01
Policy Name: Professional Development

Policy

The College supports and encourages professional growth for all employees. To facilitate professional growth, the College provides funding for professional development and expects all personnel to identify personal and professional growth needs and to participate in appropriate professional growth opportunities annually.

Purpose

- Improve job performance and productivity
- Improve interpersonal communications
- Improve opportunity for job mobility
- Encourage participation in staff development activities
- Improve opportunity for lifelong learning
- Improve opportunity for personal growth

Responsibility

The table below describes responsibilities for this policy:

| Group/Individual | Responsibility |
|---------------------------------|--|
| Provost | Ensuring funds are allocated for this purpose in the operational budgeting process. |
| Dean/Supervisors | Work with employees in identifying growth opportunities, supporting development, and determining appropriate development activities. Communicate/coordinate with Professional Advancement regarding professional development needs of staff. |
| Employees | Identify growth needs. Seek appropriate professional development activities and communicate with supervisor for approval and/or for appropriate modifications. |
| Professional Advancement Center | Assists with planning of group professional development activities; communicate professional growth opportunities. |

Supporting References

Listed below are college document(s) that support this policy:

Compliance References:

Listed below are references to compliance requirements (e.g. MnSCU policy, federal regulations).

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| The most current documentation is electronic; therefore, please discard printed copy after 24 hours. This does not apply to completed forms which are records. | | | Print Date: 09/27/05 12:33 PM |
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