

Professional Development Policy

Draft Guidelines

1. Annual professional development should be mandatory for all full time employees, adjunct faculty, half-time/part time employees, administrators, and members of the Board of Trustees.
 - Full Time Faculty **12 Hours**
 - Staff (Classified/Administrative) **12 Hours**
 - Part Time Faculty **4 Hours**
2. Participation in PD should be tied to annual evaluations or evaluation process for all of the above as well and **NOT** contact renewal.
 - Yes or No
3. VC Administration should make the PD Policy a high priority initiative in our annual plan and provide funding to meet this goal, even if it means dipping into our reserve funds to achieve this initiative.
 - Present on the annual action plans (each division of the college)
4. PD can be achieved in house and from outside sources. I especially like the Pitt CC list of activities that include employees presenting to fellow employees and outside groups to include civic organizations. Presenting to civic organizations goes along with the current goal of community engagement for VC.
www.pittcc.edu/faculty-and-staff/handbook.pdf
The following list suggests activities the professional development committee envisions developing. It is not an all-inclusive list.
 - Present at approved workshops, seminars, conferences
 - Approved college/university courses*
 - Attend professional presentations/programs at the local, state, or national levels
 - Publication of books, articles, and papers related to work area
 - Submission of grant proposals
 - Service in professional associations and organizations at local, state, or national levels
 - Appointed or elected college committees
 - Providing programs or workshops for faculty, staff or students
 - Presenting workshops/programs to civic organizations or groups
 - Community development activities
 - Performing arts performances

5. The policy at Austin CC requires one hour per month during the academic year and allows for "banking" of hours that can be used in future years when events or financial restraints may hinder all employees meeting the one hour per month requirement. Our fall and spring staff development can provide several hours that could make the 12 hours per year reasonably achievable.

<http://www.austincc.edu/hr/profdev/overview.php>