

Professional Development Policy

Draft

Section 1: Introduction

The purpose of Vernon College's professional development structure is to support the mission of the college through planning and implementing workshops, seminars, and educational opportunities for college employees. Emphasis is placed on encouraging college employees to develop their professional and personal skills and attributes to achieve excellence in their job performance.

Employees are expected to take initiative in promoting their own growth by identifying and participating in professional development activities that will meet their needs to enhance their performance, as documented in their annual evaluation. Participation in Professional Development should be tied to annual evaluations and/or the evaluation process and NOT tied to contract renewal.

Suggestion all employees keep up with their own Professional Development Portfolio Reporting Form completed at the end of each semester:

December: Time to reflect for February evaluations

May: Completion of academic year

Use a standardized electronic reporting form – Data accessible by Human Resources; Perkins Coordinator; PD Coordinator

Employees are also expected to participate and contribute to meeting Vernon College goals.

Section 2: Definition

Professional Development – is a planned program of activities and events that provides for and contributes to the personal and professional improvement of Vernon College employees. which enhances the skills, knowledge, effectiveness and efficiency of one's performance. Professional development is an institutional effort that provides opportunities for all personnel in all job categories. The major responsibility and professional growth resides with each individual employee. The institution's primary role in professional development is to provide the conditions under which employees are able to pursue professional development

Annual (terms) - the term "annual" should be defined as the period of time coinciding with beginning with the start of the fall semester and the end of the summer semester.

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 Credits**
- Staff (Classified/Administrative) **12 Credits**
- Part Time Faculty **4 Credits**
- Board of Trustees – As defined by governance

Faculty members teaching with nine- or eleven-month contracts may participate in professional development activities during the one or three month period when not under contract.

Section 3: Coordination of Professional Development

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.

- *Currently the verbiage is present on the annual action plans (each division of the college)*

The major responsibility for implementing VC's professional development program resides with the Professional Development Committee. This committee advises the president and the institution on professional development needs and issues. It is expected that college personnel communicate with and advise professional development committee members concerning the effects of the professional development activities in their respective departments.

The purpose of the Professional Development Committee is to provide leadership in assisting college personnel to fulfill their annual professional development needs. This purpose is accomplished by:

- Recommending professional development opportunities
- Recommending how internally managed professional development activities are designed, delivered, and evaluated; and
- Working with president to ensure appropriate professional development activities are identified and available for all employees

The expenses incurred for registration, transportation, and subsistence may be paid, funds permitting, from professional development funds.

Recommendation: Appointment of Professional Development Coordinator – committee appointment. Recognize Vernon College Chaps Ambassadors (college wide membership)

Duties:

- **Develop/Publish/Maintain PD Calendar**
- **Send out invites to upcoming committee approved PD activities**
- **Monitor and report on PD events and notifications of what is coming up (Example TCCTA)**

Section 4: Identifying Professional Development Needs (Dr. Kirk)

Section 5: Professional Development Planning (Dr. Kirk)

Section 6: Professional Development Areas (Objective Based)

PD can be achieved in house and/or 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. (Each activity 1 credit)

Example: Meals on Wheels (1 credit vs. delivered 2 times = 2 credits; played in 6 kickball games = 1 credit vs. 6 credits)

- Learning/Educational Events/Activities
 - Outside Professional Conferences
 - In house events/activities (coordinated with Continuing Education Office)
 - Communication style
 - Leadership style
 - In house events/activities (coordinated by the PD Committee)
 - “Best Practice” Brown Bag Series
- Community Event Opportunities
 - MPEC Appropriate Expos (Women’s Expo, World of Wheels, Bridal Mart)
 - Wichita Falls Chamber of Commerce Mixer Events
 - Service Organization Mixer’s/Fundraisers

- **Community Volunteer Activities** (organized events)

- *Area Athletic Events* (T.H.O.R.; Express Run, HHH, etc)

- *Service Organizations* (Habitat for Humanity, Meals on Wheels, Humane Society, etc)

- **Cultural Events**

- *Coordinated trips/retreats to museums, cultural events, etc*

- *Coordinated painting activities* (ex: paint a representation of the Chaps mascot at How Great Thou Art Painting Studio)

- *Book Club* (Proposed titles: The Leadership Challenge; Who Moved My Cheese?)

- *Sporting events* (group sponsored/sign-up required)

- Area charitable runs, rides (Race for the Cure, HHH, etc.)

- Vernon College Kickball Team participation

- **Campus Student Activities/Organizations/Events**

- Creation

- Membership

- Facilitation

Section 7: Funding for Professional Development Activities

Classification and Priorities (Same as current process?)

Classified

Administrative

Perkins

Faculty (FT and PT)

*Departmental and other PD budgets are not managed by the PD Committee)

Section 8: Application Procedure & Reimbursement

Processes to change?

No change in process but add to make known or aware that all PD activities attended off campus have a deliverable presented or written up.