



# Professional Development Policy

## 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 also expected to participate and contribute to meeting Vernon College goals.

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.

## 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 is to provide the conditions under which employees are able to pursue professional development

As a point of clarification: College Advisory Councils/Committees, Standing Committees, and Task Forces are part of an employee's regular job duties.

**Annual** is defined as the January – December each calendar year.

**Hours** are defined as:

- Vernon College (In House Events/Activities) - PD Committee will determine
- Outside Professional Conferences/Certification Maintenance - 1 hour is equivalent to 60 minutes; 30 minutes is equivalent to .5 hours
- Community – each service or activity is the equivalent of 1 hour unless otherwise noted by the PD Committee (ex. 4 hour Chaparral Painting Session = 1 hour of PD, participation in Meals on Wheels during the academic year = 1 hour of PD)

### **Section 3: Coordination of Professional Development**

The major responsibility for implementing VC's professional development program resides with the Professional Development Committee. The committee advises the president and the institution on professional development needs and issues.

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:

- Committee members should communicate with college employees concerning the effects of the professional development activities in their respective departments
- Recommending professional development opportunities
- Recommending how internally managed professional development activities are designed, delivered, and evaluated; and
- Working with the president to ensure appropriate professional development activities are identified and available for all employees
- Appointment of Professional Development Coordinator – committee appointment
- Recognition of Vernon College Chaps Ambassadors/Champions
  - Represent Vernon College at various community and civic events -
  - Assist in trainings and in house professional development

Duties of the PD Coordinator with the assistance of Ambassadors/Champions are:

- Develop/Publish/Maintain PD Calendar
- Send out invites to upcoming committee approved PD activities
- Notify/Monitor/Report on PD events as they occur

### **Section 4: Identifying Professional Development Needs**

At the time of the performance evaluation, individual professional development needs will be assessed and discussed. Identified topics based on individual performance evaluation needs will be listed by the supervisor. These topics will be added to a general pool of needs. At the discretion of the supervisor, the general pool will be forwarded to the Coordinator of Professional Development for the purpose of professional development activity planning.

### **Section 5: Professional Development Planning**

The annual performance evaluation encompasses the employee's responsibility to his/her position. During the evaluation, the employee and supervisor will identify professional development activities. During the year, employees may update or change their professional development plans. Professional development activities should be related to:

- College goals
- Division/departmental goals
- Professional upgrading and certification
- Employee's job description and competencies
- Professional Enrichment

All employees are ultimately responsible for their own continued professional development in accordance with the college's mission and goals. Professional development activities should be maintained by creating and logging a professional development portfolio. The contents should include materials pertinent to participation in professional development activities, and other documentation that reinforces the individual commitment to development.

### **Section 6: Funding for Professional Development Activities**

Vernon College's professional development program focuses on the individual employee and permits individuals to assess their own needs and to design plans to meet those needs. If an event is approved and has direct benefit to the college and employee, the college may cover cost within the rules and regulations of the applicable fund source. The sources listed below support appropriate professional development activities as funds permit.

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

### **Section 7: Application Procedure & Reimbursement** Current process managed through each department

### **Section 8: Professional Development Process**

- Annual professional development is mandatory for all full time employees, adjunct faculty, part time employees, administrators, and members of the Board of Trustees.
- Faculty members teaching with nine- or eleven-month contracts may participate in professional development activities during the three or one month period when not under contract.
- Participation in Professional Development is reviewed as part of an employee's annual evaluation process.
- All employees are responsible for creating and logging their own Professional Development Portfolio.
  - Recommended Practice: All PD activities attended off campus should submit a deliverable (presented or written) to supervisor.
- All employees are required to report using a standardized electronic reporting form. The data will be made accessible to Human Resources; Perkins Coordinator; PD Coordinator; and Supervisors during the following time periods or by request. - December: Time to reflect and plan for February evaluations

## Section 9: Professional Development Categories (Objective Based)

Professional development may be achieved in house and/or from outside sources. Each activity on the PD calendar will go through the PD committee and approval will be made by the President before it is listed on the published calendar. Each approved activity will be objective based and cross referenced with current VC objectives (e.g, Texas Core Curriculum objectives, CCSSE items, SIR II).

Sample calendar below.

2012 – 2013 PD Calendar Attached

Date	Event/Activity	Hours	Objective	Texas Core Curriculum	CCSSE
5/1/2013	Meals on Wheels – Wilbarger County	1	Community Involvement	Social Responsibility	4i – participated in a community-based project
5/3/2013	Teaching with iPads “Best Practice” Brown Bag Series	1	Communication and Technology	Communication/Critical Thinking Skills	4a – Asked questions in class to contribute to class discussions; 5b; 5c; 5e; 5f*
5/10/2013	Chaparral Painting – How Great Thou Art	1	Motivation and Management	Teamwork	4f – work with others on project during class; 4b – made a class presentation
5/13/2013	VC Kickball Team participation	1	Motivation and Management	Teamwork	4f – work with others on project during class; 4q
5/27/2013	Present at NISOD	1	Reflective Practice: Professional Growth	Communication Skills	4b-made a class presentation; 4r-discussed ideas from readings

### Categories:

#### (12 Hours) College Mandated

- Fall Kick Off Week
- Spring Kick Off Week
- Adjunct Faculty Orientation

#### (10 Hours) Enrichment

- Vernon College (In House Events/Activities)
- Outside (Professional Conferences/Certification Maintenance/College Credit) – 6 Hour Maximum\*, Adjunct - 4 Hour Maximum\*
- Community – 2 Hour Maximum\*

\*Indicates maximum number of hours that may be counted towards total.

### Total PD Hours Required:

□ Administration                      **22 Hours**

- Full Time Faculty      **22 Hours**
- Adjunct Faculty      **6 Hours**
- Administrative Staff      **22 Hours**
- Classified Staff      **16 Hours**

- Board of Trustees - As defined by governance

Approved fall 2013 by Professional Development Committee for Pilot beginning 13-14 and 14-15. Academic Years. Approved by Vernon College Board October 2013.