

Subject: Professional Development Administrative Regulation

Board Policy Reference: DK (LOCAL) Professional Development

Professional Development Administrative Regulation

Temple College fosters educational and service excellence through continuous improvement of the College's most valuable resource, its employees. The goal of professional development is to help employees enhance their job skills, obtain job-related knowledge and information, increase productivity and efficiency, and/or prepare for higher-level positions. Professional development gives employees an opportunity to enhance skills and build their knowledge.

Professional development activities may include credit and non-credit courses, workshops, seminars, conferences, and professional learning communities.

The information below supports Board Policy DK (LOCAL) for Annual Mandatory Compliance and Professional Development.

Procedure

Temple College offers a variety of professional development opportunities to all employees (full-time, part-time, faculty, staff, permanent, and temporary) throughout each academic year. Offerings include those provided by the Center for Teaching & Learning (CTL), Information Technology Services (ITS), Human Resources, Campus Police, and individual employees.

Responsibilities

- Temple College is responsible for providing opportunities that enhance and build the capacity, skills, and professionalism of employees, enabling them to contribute effectively and creatively to the College's mission.
- Supervisors assist in assessing and communicating the professional development needs of individual employees.
- Employees are responsible for participating in designated learning experiences; actively completing legally mandated, compliance-related, and College-required training; and developing professional development plans in partnership with their supervisors. Each academic year, all full-time employees must complete a minimum of ten (10) hours of professional development. All employees must complete the required human resources training as part of the minimum number of required hours. The required human resources training counts as 4 hours of ten (10) hours of required professional development.
- Based on a performance improvement plan (PIP), additional professional development hours above the minimum may be required of an individual employee.

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Professional Development Opportunities

Temple College encourages employees to actively pursue professional growth and career development through Professional Development that increases the effectiveness of an employee's performance in their present position, as well as improve their opportunities for career advancement.

The CTL Committee is responsible for identifying and prioritizing professional development opportunities in collaboration with the Associate Vice-President of Human Resources. Together, they create and foster opportunities for faculty and staff to grow and improve as professionals. These opportunities should be designed to promote best practices for faculty, staff, and students.

Funding Sources for Fee-based Professional Development/Training

College-sponsored professional development is offered at no cost, when possible. For fee-based professional development activities, the following funding resources are available for consideration:

- Financial Support for Employee Tuition and Fees – Full-time employees may be eligible to utilize their employee tuition benefits to pay for all or a portion of Temple College provided professional development classes. More information about this benefit can be found in the DEB Local.
- Departmental Funding – Departmental funding may be used to cover the cost of learning experiences if the activities will benefit operational efficiency or effectiveness or are otherwise in line with the guidelines in this policy. Funding is at the supervisor's discretion and is based on departmental budget capacity. Employees should consult their supervisors for additional information.
- Faculty Development Leave Grant – Faculty may be eligible for the faculty leave grant. Specific information related to this program can be found under the Selection and Administration of Faculty Development Leave Grant policy.
- Grants Funding

Professional Development for Faculty

Full-time Faculty (10 Hours of Professional Development):

Full-time faculty will complete 10 hours of professional development within a contract year. Professional development activities should be discussed with the faculty member's supervisor and should support the faculty member's continued professional and career growth. Completion of professional

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development will be reviewed as part of the annual evaluation. Areas in which a faculty member has been determined deficient on the evaluation or observation, may result in assignment of additional professional development. Faculty in positions that require completion of CEUs for purposes of licensure and certification may be assigned additional professional development.

Faculty are encouraged to take additional hours to improve their performance, enhance their ability to perform their duties, and to support employee satisfaction.

1. *Required Human Resources Training (4 hours minimum)*

Required Human Resources training may not be counted for more than 4 of the 10 professional development hours and will adhere to the following:

- include State Annual Mandatory Compliance training [DK – (LOCAL) Professional. Development] in addition to other Required Human Resource Training as assigned.
- be assigned and tracked by Human Resources.
- be completed within a designated time frame.

2. *Additional Professional Development (6 hours minimum)*

Faculty are responsible for tracking and maintaining evidence of additional professional development in their self-evaluation platform. The following values should guide professional development learning:

- Develop evidence-based, culturally responsive teaching and learning environments to reach diverse student populations.
- Develop excellence in instruction through high-impact teaching.
- Use innovative and emerging strategies and technologies to advance the campus-based and online student-centered classroom.
- Develop assessment tools that are responsive to student's needs.
- Participate in continuous improvement through a culture of planning, engagement, and assessment to promote learning for all students.
- Enhance expertise in a content area.

Full-time Faculty in a supervisory or other assigned role:

- Full-time faculty in a supervisory or other assigned role (e.g., Department Chair or Dean) will complete professional development related to that assigned role. Supervisors will approve position-related professional development that adds value to their duties and responsibilities as a part of the required 10 hours.

Adjunct and Embedded Faculty

- All current/continuing Adjunct and Embedded Faculty must complete professional development as assigned by the college for all employees, to include mandatory human resources training.

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Orientation for New Faculty

- All new Temple College faculty must complete onboarding training as determined by the administration. This is in addition to the professional development requirements above.

Professional Development for Full-Time Staff

Full-time Staff (10 Hours of Professional Development):

Full-time staff will complete 10 hours of professional development within a contract year. Professional Development is the continuous process of acquiring new knowledge and skills that relate to one's profession, job responsibilities, or work environment. Employees and supervisors should collaboratively develop a comprehensive professional development plan that relates to employees' job duties and job expectations. Completion of professional development will be reviewed as part of the subsequent year's evaluation.

While a total of 10 hours of professional development are required each year, staff members are encouraged to take additional hours to improve their performance, enhance their ability to perform their duties, and to support employee satisfaction.

1. Required Human Resources Training (4 hours minimum)

Required Human Resources training may not be counted for more than 4 of the 10 professional development hours and will adhere to the following:

- include State Annual Mandatory Compliance training [DK – (LOCAL) Professional Development] in addition to other Required Human Resource Training as assigned.
- be assigned and tracked by Human Resources.
- be completed within a designated time frame.

2. Job-Specific Professional Development/Training (6 hours minimum)

Professional Development related to professional or personal growth and development as required by position requirements. Selections from this category should be approved by the supervisor each year as part of the employee's professional development plan.

Part-Time Staff

- All current/continuing part-time staff must complete professional development as assigned by the college for all employees, to include mandatory human resources training.

Orientation for New Staff

- All new Temple College staff must complete onboarding training as determined by the administration. This is in addition to the professional development requirements above.

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Definitions

Compliance-Related Professional Development – Compliance is either a state of being in accordance with established guidelines or specifications, or the process of becoming so. Compliance-related professional development opportunities at Temple College are learning experiences intended to ensure that the College and its employees are abiding by regulations set forth by legislation and governmental and educational entities.

Employees of any status (full-time, part-time, permanent, temporary) employed by Temple College. Students employed under the Federal Work Study Program are considered College employees if the work performed is for the College. For work performed for a federal, state, local public agency, a private nonprofit or a private for-profit agency, students are also considered College employees unless the agreement between the College and the organization specifies that the organization is considered the employer.

Full-Time Employees – College employees who work at least thirty (30) hours per week. Full-time employees who work thirty (30) to thirty-nine (39) hours per week earn leave on a prorated basis; all other benefits are the same for all full-time employees regardless of time worked each week.

Legally Mandated – That which is required by law

Mandates – Officially requires or makes mandatory

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