OM 8.3.2 Professional Development by Administrative, Supervisory, and General Staff

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About This Policy

Effective Date: July 2014
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Responsible University Office: Human Resources
Responsible University Administrator: Chief Inclusion and Human Resources Officer
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Policy Purpose

This Policy stems from the view that professional development and continuous learning are necessary for University Staff and long term researchers to maintain quality and their continued readiness and ability to contribute effectively to the mission and goals of the University.

Definitions

Eligible employees: All regular full-time administrative, supervisory, and general staff and researchers on at least a two (2) year contract. Full time employees must work 37.5 or more hours per week.

Professional Development: Maintain or improve skills required in the employee’s present work. Professional development is specifically job related as determined by the manager.

Policy Statement

It is the Policy of the University to provide assistance and support to permanent full time employees to increase the effectiveness of their performance in their present University position.

Eligibility

An employee is eligible for professional development at the discretion of their manager after completion of their new hire probationary period, if applicable. A permanent full time employee is eligible for performance development to maintain or improve their skills that are required in doing the employee’s present work.

Scope

For purposes of this Policy, professional development programs and activities may include but are not limited to: opportunities for on-the-job training, cross-training, coaching, internships, attendance at courses, seminars, conferences, institutes, lectures, meetings, workshops, and participation in professional and technical associations.

Professional development is position or job related based on the judgment of the department head and supervisor in consultation with Human Resources.

Position- or job-related programs are directly related to the work assignments or conditions of the employee's current position. For example, training in quality service skills is a position-related program for an employee whose current position includes customer service responsibilities.

Guidelines for Time Spent in Professional Development

The amount of time spent on professional development will vary with the individual employee. The amount of time granted depends upon the specific developmental activity.

General Provisions
Criteria for Determining Departmental Support. The department head, in consultation with the supervisor shall determine whether, and the degree to which, an employee's participation in a professional development activity shall be supported by the department. In making this determination, the department head shall consider: the employee's need for development as reflected in the employee’s performance evaluation, developmental potential and the needs and resources of the department and the University. When participation in a professional development activity requires attendance during the employee's normal work schedule, prior approval by the department head is required.

Procedures

The employee and supervisor should jointly discuss professional development goals, review available opportunities, and determine applicable benefits identified by the Human Resources.

Discussions about professional development goals may occur at any time during the performance review cycle and should occur as part of the annual performance appraisal. The supervisor and employee may jointly formulate an Individual Development Plan (IDP) and work collaboratively to build on the employee's effectiveness in performing their current University position and, in some cases prepare the employee for future positions.

RESPONSIBILITIES

Employee:

1. Owns primary responsibility for their professional development.
2. Makes professional development interests known to their supervisor.
3. Initiates requests to participate in programs or activities relevant to the development goals identified jointly with their supervisor.
4. Attends and participates in development activities as approved or required by their supervisor/department head.

Department Management:

1. In consultation with Human Resources, assess employee professional development needs.
2. Approve/deny development requests of employees in consultation with supervisors and Human Resources as appropriate.
4. Ensures performance appraisals of employees include a discussion of educational and development objectives as appropriate.

Human Resources:

1. Assess campus wide development needs and recommends to appropriate departments.
2. Supports the development of employees through providing suggestion on appropriate developmental opportunities and experiences based on availability of resources.

History

Approved July 2014