Number: 3.12

Policy/Operational Procedure Name: Professional Development

Sponsor: Kathy McKinley, Director, Human Resources
(Mary Moore and Gabrielle McCutchen)

Custodian: Human Resources

Effective Date(s): July 1, 2015

Next Review Date: Fall 2017

Location:
http://www.durhamtech.edu/policiesprocedures/professionaldevelopmentpolicy.htm

Citation:
1C SBCCC 200.94

Policy Statement:
Durham Technical Community College fosters educational and service excellence through continuous improvement of the college’s most valuable resource - employees. All full-time and continuing part-time employees will participate in professional development annually as identified within the employee’s performance review and evaluation.

Procedure:
Responsibility for professional training and development extends to all levels of the organization:

The college is responsible for providing opportunities for professional development and training to enhance and build the capacity, skills, excellence, and professionalism of employees to enable them to contribute effectively and creatively to the college’s mission. College leadership and administration are responsible for identifying and communicating priorities and goals, as well as relevant developments and trends affecting the college.

Deans, department heads, chairs, and directors are responsible for adopting flexible strategies which promote participation in professional development and training activities. In addition, they are responsible for working with their employees to identify needs and for creating a professional development and training plan that will benefit the unit as well as the individual.

Supervisors are responsible for assessing and communicating professional development and training needs of individual employees. Supervisors plan for and allow appropriate professional development and training activities that occur as part of work time.

Employees are responsible for engaging in the development of plans in partnership with their supervisor and for participating in designated learning experiences. Employees are responsible for assessing their job related skills and knowledge, for maintaining a high level of performance throughout their employment, and for seeking appropriate professional development and training opportunities in conjunction with their supervisors. All full-time and continuing part-time employees must complete a minimum of 5 hours of professional development and training each academic year.

The Director, Human Resources is responsible for administering this policy.

Training and development advisory committees (The Professional Development Committee and the Teaching-Learning Center (TLC) Advisory Committee) are responsible for identifying professional development opportunities in collaboration with the Director, Human Resources to integrate efforts and optimize resources. The committees will provide an annual report reflecting the activities and events offered, as well as additional data regarding participation headcount.
Examples of Professional Development for non-instructional staff:

1. Learning directly related to optimal job performance
   - business skills, including financial stewardship, human resource management and strategic leadership;
     knowledge of college policies, procedures, mission or governance structures
   - communication skills, including basic skills, conflict management and resolution, negotiation and facilitation
   - team communications and/or team building skills
   - knowledge and skills related to acting as a member of an ethnically and culturally diverse college community
     and workforce in an inclusive and respectful manner
   - knowledge and skills in recognizing and responding effectively to discrimination and harassment
   - knowledge and skills in the uses of technology to increase the efficiency and effectiveness of the college’s
     business and/or educational practices
   - taskforce/committee/council participation in leadership roles
   - any other activities as agreed upon by the employee and supervisor that support the mission of the college,
     the NC Community College System, and student success

2. Maintaining and developing professional expertise such as discipline development, instructional development,
   career development and organizational development. Activities may include:
   - attending conferences, seminars, workshops, classes, teleconferences, or webinars
   - participation in workshops on classroom research, teaching methods or learning styles
   - courses in administrative training, project management, certificates in supervision, human resources, financial
     management
   - participation in strategic planning, change management, coaching, communication processes, group
     dynamics, performance management, systems integration and strategic goal alignment workshops or coursework
   - participation in professional networks associated with one’s profession, job responsibilities or organization
   - any other activities as agreed upon by the employee and supervisor that support the mission of the college,
     the NC Community College System, and student success

Examples of Professional Development for faculty:

- conferences, seminars, workshops, classes, teleconferences, or webinars to support the faculty member’s
  content/discipline expertise
- conferences, seminars, workshops, classes, teleconferences, or webinars to support the faculty member’s
  teaching expertise
- participation in professional associations, networks, and accreditation agencies
- professional licensures and continuing education credits
- Teaching-Learning Center (TLC) activities
- Instructional Technology activities (including Sakai workshops)
- Professional development activities offered to all college employees (including Informational Technology
  Services workshops and Human Resources trainings)
- any other activities as agreed upon by the employee and supervisor that support the mission of the college,
  the NC Community College System, and student success

Funding sources:
Funding sources for professional development opportunities vary depending on the activity. Durham Tech sponsored
professional development and training is offered at no cost to the employing department, where possible. For those
professional development and training experiences that do require a fee, the following funding resources are available for consideration by the supervisor and/or employee.

**Examples of funding sources for activities include:**

- College funding for noncredit and credit courses
- Department funding may be used for the cost of learning experiences, assuming the activity will benefit operational efficiency or effectiveness or is otherwise in line with the guidelines in this policy. Funding is at the discretion of the supervisor and is based on department budget capacity.
- Durham Tech Resource and Grants Development (Foundation)

**Examples of professional development offered on campus include those provided by:**

- Continuing Education (excludes self-support classes)
- Teaching-Learning Center (TLC)
- Instructional Technology
- Information Technology Services
- Human Resources
- Environmental Safety
- Convocation
- Science Seminars
- Poetry Hour
- Vive/Viva Arts

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