

Professional Development

The College recognizes that educational quality is dependent upon the availability of qualified and dedicated employees. The essential responsibility for professional growth and development rests with each individual employee; however, the College expects the involvement of all employees in appropriate professional growth activities. For professional development experiences that are required (i.e. Convocation, Professional Development Day, etc.), requests for leave time must be reviewed by the appropriate vice president and approved by the President.

To promote personal and professional growth, the College provides opportunities for all full-time employees to coordinate individual goals with supervisors and develop their own plan for professional development. The College makes available several programs designed to help all employees meet their goals.

The President may adopt procedures on the best use of College resources to provide quality professional development for employees.

Policy Number: 03.01.08

Adopted: December 12, 2023

[Download a PDF of this policy](#)