

# McLennan Community College

## POLICIES AND PROCEDURES

Reference:	F-III-d	Effective Date	01/15/2021
Subject:	Professional Development Program		
Source:	Vice President, Instruction & Student Engagement		
Approval Authority:	President	Approval Date	01/15/2021
History:	Previously effective 04/21/2017, replaced policy dated 01/27/2017		
Remarks:			

The purpose of the Professional Development Program is to provide opportunities and incentives for all staff to improve the effectiveness of instruction and the efficiency and effectiveness of all support programs. Ongoing participation in development activities is expected for all employees. This supports the college's core values of people, inclusiveness, integrity, communication and excellence.

The goal of the Professional Development Program is to create and implement a variety of opportunities which support innovative development activities by:

1. Providing opportunities to participate in seminars, workshops, exchanges, and other activities to enhance knowledge and skills and thus, improve the effectiveness of the institution,
2. Providing opportunities to "return to university" to increase expertise in a professional field, and
3. Providing opportunities to "return to industry" to gain state-of-the-art experiences by working on site in business and industry.

The appropriate Dean and/or Vice President(s) shall approve all activities and expenditures for development activities for their respective areas. College-wide professional development opportunities will be made available through the Professional & Organizational Development Department.

### **PROFESSIONAL DEVELOPMENT COMMITTEE FOR PROFESSIONAL EMPLOYEES, FACULTY, ADMINISTRATORS, AND OTHER EMPLOYEES IN POSITIONS REQUIRING A COLLEGE DEGREE**

A standing Professional Development Committee for Professional Employees has been established to solicit, collect, and judge proposals submitted by full-time, regular professional employees for development, and to provide input for development activities on campus for all professional staff.

The following procedures relate to the duties and operation of the Committee and describe how to initiate and submit a proposal.

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**Duties** - (1) The primary duty of the Committee shall be to solicit and evaluate the merits of the proposals submitted and provide funding based on the approval of the supervisor, Dean (when applicable) and Vice President. (2) The Committee shall also serve as an advisory committee for Professional & Organizational Development in planning development activities on campus.

**Composition** - The Committee shall consist of nine voting members. Three faculty members shall be selected from Workforce & Public Service and Health Professions; three faculty members from Arts, Sciences & Business (for this purpose the list will include the names of the librarians who hold faculty rank); and three members from the administrative/professional staff. A member from the office of Professional & Organizational Development shall serve as ex-officio member to the Committee.

**Selection Procedure** - In odd years, Arts, Sciences & Business shall elect two members and Workforce & Public Service and Health Professions shall elect one member. In even years, Arts, Sciences & Business shall elect one member and Workforce & Public Service and Health Professions shall elect two members. Each April, the Faculty Council shall send a ballot to all faculty members. The nomination form shall include the names of all full-time faculty members in each Dean's area. For this purpose, the librarians who hold faculty rank will be included with the faculty in the Arts, Sciences & Business area. Each faculty member shall vote for four people. The Faculty Council shall tabulate the votes. The person(s) with the most votes, from a division different from current Committee representatives, shall become a Committee member. **Note:** the new person(s) shall not be from the same department as a current representative.

Also, each April, Professional & Organizational Development shall send a ballot to all administrative/professional staff. The ballot shall include the names of all eligible non-faculty professional staff. In even years, two members shall be elected and in odd years, one member shall be elected. Professional & Organizational Development shall tabulate the votes, and the person(s) receiving the greatest number of votes shall join the Committee. **Note:** the new person(s) shall not be from the same area (The President's Office; Finance & Administration; Instruction & Student Engagement; or Research, Effectiveness, and Information Technology) as a current representative.

After the elections each spring, the outgoing Committee Chairperson shall call a combined meeting of the old and new Committee members to elect a Committee Chairperson from the members who have one year to serve.

**Terms of Service** - The Committee members shall serve two years. A year of service shall begin with the fall semester. A Committee member whose term has expired must not return to the Committee for a period of two calendar years.

**Filling Vacancies** - Vacancies shall be filled from the balloting done in April. The person having the next most votes in the category in which the vacancy occurs will be asked by the

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Committee Chairperson to complete the term.

**Meetings** - Meetings shall be held as the Committee Chairperson deems necessary. The Committee Chairperson shall notify all faculty/ professional staff concerning any deadlines for submission of proposals.

**PROFESSIONAL DEVELOPMENT COMMITTEE FOR SUPPORT STAFF**

A standing Professional Development Committee for Support Staff shall be established to solicit, collect and judge proposals submitted for development, and to provide input to the Professional & Organizational Development office for development activities on campus for all support staff. The Professional & Organizational Development office will communicate on a regular basis with the Vice Presidents concerning professional development plans for support staff.

The following procedures relate to the duties, establishment, and operation of the Committee, and describe how to initiate and submit a proposal.

**Duties** - (1) The primary duty of the Committee shall be to evaluate the merits of the proposals submitted and provide funding. (2) The Committee shall also serve as an advisory committee for Professional & Organizational Development in planning professional development activities on campus.

**Composition** - The Committee shall consist of seven voting members selected from the full-time support staff. A member from the office of Professional & Organizational Development shall serve as an ex-officio member to the Committee.

**Selection Procedure** - Annually, in April, the office of Professional & Organizational Development shall send a ballot to all support staff. The ballot shall include the names of all eligible full-time support staff. In odd years, three members shall be elected and in even years, four members shall be elected. Four members will always be from staff who work in the Finance & Administration area; two from Instruction & Student Engagement; and one from the President's Office and Research, Effectiveness, & Information Technology combined. The office of Professional & Organizational Development shall tabulate the votes and the employee(s) receiving the greatest number of votes shall join the Committee.

After the elections each spring, a combined meeting of the old and new Committee members shall be called to elect a Committee Chairperson from the members who have one year to serve.

**Terms of Service** - The members shall serve two years. A year of service shall begin with the fall semester. A Committee member whose term has expired must not return to the Committee for a period of two calendar years.

**Filling Vacancies** - Vacancies shall be filled from the balloting done in April. The person

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having the next most votes in the category in which the vacancy occurs will be asked by the Committee Chairperson to complete the term.

**Meetings** - Meetings shall be held as the Committee Chairperson deems necessary. The Committee Chairperson shall notify the support staff concerning any deadlines for submission of proposals.