Professional Development for Faculty Procedures

Number: AC-101

Office of Primary Responsibility: Office of VP of Academics Affairs and Workforce Development

Effective Date: Spring 2018

Purpose:
Hocking College recognizes the benefits of professional development and encourages such development among its employees. Professional development opportunities may be useful in enhancing the effectiveness of the College. All full time and part time faculty are eligible to participate in professional development as identified within the faculty's performance review and evaluation. Professional development, in certain cases, may be required as part of condition of employment.

Definitions:
1. "Professional Development" is a planned program of activities and events that provides for and contributes to the personal and professional improvement of Hocking College employees, which enhances the skills, knowledge, effectiveness and efficiency of one's performance. Professional development is an institutional effort that provides opportunities for all personnel in all job categories. The major responsibility and professional growth resides with each individual employee. The institution's primary role is to provide the conditions under which employees are able to pursue professional development, but most importantly, enrich the learning environment for students.

2. The "Fiscal Year" for Hocking College begins July 1_{st} and ends on June 30_{th}.

Procedures:

Professional faculty development funds are considered and applied for the purpose of permitting and enabling recipients of such funds to keep current in their professional fields, improve upon their abilities to serve Hocking College, and enrich the learning environment for students.

Identifying Professional Development Needs

At the time of the performance evaluation, individual professional development needs will be assessed and discussed. Identified topics based on individual performance evaluation needs will be listed by the supervisor.

Examples of Professional Development for faculty may include internal and external training opportunities, such as:
1. conferences, seminars, workshops, classes, teleconferences, or webinars to support the faculty member's content/discipline and/or teaching expertise.
2. participation in professional associations, networks, and accreditation agencies
3. professional licensures and continuing education credits
4. instructional technology activities
5. professional development activities offered to all college employees (including Informational Technology Services workshops and Human Resources training)
6. any other activities that support the mission of the College and student success

Application and Reimbursement

Faculty interested in professional development must fill out the Application for Faculty Professional Development form and return it to the Office of the Dean. The Office of the Dean will submit applications to the Office of the Vice President of Academics and Workforce Development. The President, or designee, will make the final decision.

Conditions

Participation in a Professional Development Program for faculty is not automatic. Participation is at the College's discretion and shall depend upon the merit of the request, the needs of the department and College, and the needs of the department and College at the time. The President and VP of Academic Affairs and Workforce Development may consider any relevant factor when reviewing a development activity request, including, for example, the availability of coverage for other assigned duties, disruption that such participation may create in the academic program or department, the availability of funding, and operational needs of the department. The College may chose to fully or partially fund a request based on the needs of the institution and availability of funds.

Awards

Funding will be awarded based on the needs of Hocking College. Each year the College budget will include a specific amount for Professional Development

Upon completion of Professional Development, faculty will provide the opportunity for members of the campus community to benefit from the knowledge and or skills they learned. For example, present at a Communications Meeting or provide a lunch and learn activity or similar action.