

VOLUME 7 STAFF DEVELOPMENT

POLICY 07-01 STAFF DEVELOPMENT PROGRAM (Approved 08-01-93; Revised 10-14-96 Revised 02)

1. PURPOSE:

The purpose of this section is to describe the staff development program.

2. PROCEDURE:

The Office of Planning & Research is responsible for administering the Staff Development Program. The Faculty/Staff Development Committee assist in the development, operation, and decisions of the program. Staff development at Wayne Community College is a comprehensive program of activities designed to promote the personal and professional growth of all employees. It provides opportunities for faculty and staff members to assess their own development needs, determine individual goals, and plan and implement effective programs of personal and professional growth. Each year all employees are encouraged to include professional developmental objectives in their annual performance appraisal plan.

Because AC is a comprehensive community college, the staff development needs of its employees are varied and include both instructional and administrative elements. When a staff development need is identified that affects enough employees, the administration seeks to provide that development internally through existing staff or by employing an external resource.

Often, though, the need can be more effectively and economically met through travel to other community colleges, agencies, or businesses; through attendance at training seminars offered by some other agency; through participation in a state, regional or national conference; or through the pursuit of formal course work or degrees.

Through the planning process and to the extent available resources allow, travel funds are provided within individual department budgets to fund professional travel. Planning units may submit annual planning objectives which request additional travel or contractual service funds to meet an identified staff development need.

In addition, the Staff Development Committee is annually provided an allocation of State (Tier A) funds, Federal Vocational Education funds, and WCC Foundation funds to respond to individual requests from faculty and staff for professional development assistance.