

Procedure 4.1001

Employee Professional Development Procedure

At the beginning of each evaluation period, each employee and his/her supervisor will agree upon an Individual Professional Development Plan for the upcoming year. That plan will be an integral part of the employee's annual evaluation and available to the employee and supervisor via Beaufort County Community College Employee Portal (PeopleAdmin).

The following activities constitute professional development:

- Seminars
- Curriculum classes
- Continuing Education classes
- Lunch and Learn Series
- Teleconferences
- Research Activities
- Conferences
- Workshops
- Benchmark Visits
- Return-to Industry
- In-service Training
- Other (as agreed upon by employee/supervisor)

The required number of annual professional development hours by employee classification are as follows:

Senior Administration	30 hours
Faculty	15 hours
Professional Staff	15 hours
Technical Staff	8 hours
Clerical Staff	8 hours
Maintenance/Custodial Staff	5 hours
Permanent Part-Time	4 hours

For the purposes of this procedure, an hour is defined as 50-60 minutes of activity. Employees should record all professional development activities, including planned activities that occur between the completion of the annual performance evaluation and the end of the fiscal year (June 30).

Full-time and permanent part-time employees are subject to this procedure and the Employee Professional Development Policy. Temporary part-time employees are not subject to this procedure or the Employee Professional Development Policy unless

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required by their supervisor. Full-time employees may require prior approval from supervisor before professional development hours are granted.

Documentation of participation and/or required attendance will be agreed upon by each employee and his/her supervisor except as required by the State of North Carolina and/or NCCCS reimbursement policies when expense reimbursement is requested/approved. Employees will record all professional development activities and maintain documentation of said activities using technology provided and maintained by the College. Supervisors will review professional development activities and supporting documentation in conducting the annual performance evaluation of each full-time employee. Supervisors will review professional development activities and supporting documentation in conducting the annual performance evaluation of each part-time employee when appropriate.

References

Legal References: *Enter legal references here*

Cross References:

History

Senior Staff Review/Approval Dates: *02/27/2017*

Board of Trustees Review/Approval Dates: *Enter date(s) here*

Implementation Dates: *07/01/2017*