



## **CTC Procedure: Faculty Professional Development**

Columbus Technical College adheres to State Board Policy III.U.8. Staff Development and procedures in support of encouraging employees to develop and improve their skills and knowledge. Full time faculty members are required to participate in certain mandatory staff development activities. The mandatory activities support federal and state laws and/or policies that the College is responsible for upholding.

Professional development activities are developed from a review of the results of the employee's performance evaluation, program/unit annual plans, and institutional goals. The activities included are designed to enable staff to eliminate deficiencies and to experience professional growth. New professional development plans are developed at the beginning of each academic year. As academic division supervisors approve professional development plans and any changes made to plans. The completed professional development plan is submitted to his/her supervisor during his/her annual performance evaluation.

Activities acceptable for staff development include conferences, workshops, seminars, webinars, educational courses, peer group/IFCC meetings, or any other activity approved by the supervisor.

Each employee maintains the professional development form during the year to record completion of staff development activities, including contact hours completed for each activity and a file of documentation which may include agendas, registration materials, copies of certification/licensures, or any other records verifying participation in the activity. The supervisor ensures that the necessary documentation of professional development is maintained and submitted to the Human Resources Office.

Approved: LBoD: 2-14

Responsible: Vice President Academic Affairs

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