

# COMMUNITY COLLEGE OF VERMONT

## STAFF PROFESSIONAL DEVELOPMENT POLICY

*See also:*

*VSC Personnel Handbook  
Requirements for CCV Staff  
Teaching or Taking Courses*

April 10, 1998

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Page 1 of 1

### POLICY

CCV encourages the professional growth of its employees and encourages employee training and development activities which benefit both the employee and the college. The college fosters a working and learning climate where professional growth is valued by providing opportunities for professional mentoring; by sponsoring college-wide training, workshops, and other professional development activities. The college also supports professional development including VSC sponsored courses as well as activities outside the college, while balancing cost and value.

### PROCEDURES

1. Professional development support may include release time either with or without pay and benefits; tuition and/or fees; tuition remission within the VSC system; travel and/or expenses; and other costs connected directly with staff development. Release time, as used in this policy, means time during the normal working day when an employee may pursue approved staff development activities.
2. Staff professional development that occurs during regular work hours needs approval from the supervisor in writing. Consideration for approval will include: employee's work history and current duties, availability of resources, needs of the site and length of service. Staff who apply for professional development funds must submit a "Staff Development Request Form" to their supervisor.
3. Faculty professional development requirements will follow the Academic Dean's guidelines.
4. Approval for requests will be addressed within a reasonable period of time, normally two weeks, having considered the factors listed above.
5. Employees wishing to appeal a decision regarding staff development requests may pursue the complaint resolution process for staff.