

COMMUNITY COLLEGE OF VERMONT
STAFF PROFESSIONAL DEVELOPMENT POLICY

See also:
VSC Personnel Handbook
Requirements for CCV Staff
Teaching or Taking Courses
Policy

April 10, 1998

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POLICY

CCV encourages the professional growth of its employees and supports 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 and by sponsoring college-wide training, workshops, and other professional development activities.

In addition, CCV may sponsor individual professional development activities when the continuous learning will underscore, expand, or enhance the employee's professional responsibilities. These activities may be employee-initiated or employer-initiated. Professional development opportunities outside of CCV may also include VSC sponsored courses and/or activities external to the VSC.

CCV balances employee goals, job responsibilities and growth, and cost and value when assessing staff requests.

PROCEDURES

These procedures apply to individual requests for professional development outside of CCV:

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 regularly scheduled hours when an employee is engaging in approved staff development activities.
2. Requests for release time or a flexible work schedule must be approved in advance by the staff supervisor in writing. Factors the staff supervisor will consider include: employee's performance, work history, current duties and length of service, availability of resources, and operational needs.
3. Staff applying for professional development support, other than release time, must submit a "Staff Development Request Form" to their supervisor, who will review and process as appropriate. (Faculty professional development requests follow the procedures outlined

in the [Faculty Development Policy](#).)

4. Requests will be reviewed and responses made within a reasonable period of time, normally two weeks, after CCV leadership has considered the factors listed above.
5. Staff wishing to appeal a decision regarding development request(s) should refer to the VSC Personnel Handbook for specific complaint resolution procedures.