

PIERPONT COMMUNITY & TECHNICAL COLLEGE
Board of Governors Policies and Procedures
POLICY # 10
TITLE: STAFF DEVELOPMENT

Effective Date: July 1, 2002

Amended:

Repealed:

SECTION 1. GENERAL

- 1.1 Scope This rule requires Pierpont Community & Technical College to establish staff training and development programs.
- 1.2 Authority West Virginia Code § 18B-1-6, 18B-7-5.
- 1.3 Effective Date July 1, 2002

SECTION 2. PURPOSES OF STAFF TRAINING AND DEVELOPMENT

- 2.1 The Pierpont Community & Technical College Staff Training and Development Program is designed to enhance the professional level and effectiveness of the staff member in his/her assigned duties and to broaden the individual's knowledge and skills for future job assignments, where appropriate. While there are many by-products of training (e.g., increased knowledge and personal satisfaction), the real measure of success must be improved job performance.

SECTION 3. DEFINITION OF STAFF TRAINING AND DEVELOPMENT

- 3.1 Training and development activities will differ in breadth in relation to the needs and resources of individual units within the College. The purpose of training and development is to increase professionalism, productivity, and individual and organizational effectiveness. Examples of such activities include, but are not limited to: skills acquisition, job-related skill enhancement, personal and career development, instructional development, and research and scholarship, where appropriate.

SECTION 4. STAFF ELIGIBILITY AND PARTICIPATION

- 4.1 Any classified employee of Pierpont is eligible for staff training and development in accordance with this rule. Participation of eligible personnel is assumed as an inherent part of staff responsibility.

SECTION 5. BOARD OF GOVERNORS RESPONSIBILITIES

- 5.1 The Board of Governors shall:
 - 5.1.1 Require the College to develop and operate a classified staff training and development program appropriate to the needs and resources of the institution.
 - 5.1.2 Require the College to support such activities by designating a portion of the funds each year for staff training and development, and report annually to the Board the status of their staff training and development programs.

SECTION 6. COLLEGE: ROLES and RESPONSIBILITIES

- 6.1 The president shall designate the Human Resources Administrator to establish a functioning staff training and development program. The College may have a separate program for staff training and development, or a professional development program combining staff development with other professional development according to the institution's needs and resources. If a combined professional development program is provided, the respective groups representing the participants shall be consulted and involved in creating that program. Any advisory committee which is representative of affected employees may be used to assist in the initial development of the program and with its on-going administration. Through these programs, the College shall conduct in-house professional development activities.
 - 6.2.1 The College's program shall include the following:
 - 6.2.1.a. A method for identifying training and development needs.
 - 6.2.1.b. A scheduled set of training and development activities, seminars, teleconferences, apprenticeships, on-the-job training, supervisory skill development programs and other appropriate programs.
 - 6.2.1.c. An annual written report on training and development activities, including a summary of financial resources dedicated to the program that is distributed at the College and to the president.
- 6.3 The president or his/her designee shall establish appropriate organizational structures, procedures, standards and criteria for the on-going operating and assessment of the staff training and development program.
- 6.4 The president and Human Resources Administrator have the responsibility to support staff training and development since such administrative support is instrumental to achieving the personal and institutional benefits of such a program.
- 6.5 The College has the responsibility for providing financial and logistical support to operate its staff training and development program.