PROFESSIONAL DEVELOPMENT PROGRAM POLICY

1.0 Purpose

The purpose of this policy is to increase Lord Fairfax Community College’s institutional strength by providing and encouraging training and other professional development opportunities for employees.

2.0 Revision History

Original Policy: Unknown
Revised: November, 2004
Revised: October, 2006

3.0 Applicability

This policy applies to all full-time administrative faculty, faculty, classified staff employees, part-time classified staff, adjunct and wage (hourly) non-student employees.

4.0 Policy

Professional development activities may include arranging on-campus events of value to community college personnel and promoting administrative, faculty and staff participation in off-campus training such as conferences, conventions, seminars and workshops.

The source of funding shall include unit and technology services budgets and the human resource budget consisting of local and state funds.

5.0 Definitions

Professional development – any non-credit activity that is required for an employee to perform their job duties or activity that enhances an employee’s career and/or professional goals.

Job requirement activity – any professional development activity that is a requirement for the performance of an employee’s job (e.g., job-specific training,
job-related conference/seminar that is usually attended annually by the employee, peer conferences.)

Job enhancement activity – any professional development activity that assists in the attainment of an employee’s professional goals or augments an employee’s career (eg., VCCA annual conference, Stress management, non-credit computer software classes, leadership seminar.)

6.0 Responsibilities

It is the responsibility of each supervisor and unit manager to determine whether an employee’s request for professional development is a requirement or an enhancement to their job.

The funding sources include state and local funds.

<table>
<thead>
<tr>
<th>FUNDING SOURCE</th>
<th>STATE FUNDS</th>
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<tbody>
<tr>
<td>Unit Budgets</td>
<td>All required training/activities to perform job duties</td>
</tr>
<tr>
<td>VP of Learning Budget</td>
<td>All Full &amp; Part-time Faculty (required &amp; enhancement activities)</td>
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<tr>
<td>Technology Services Budget</td>
<td>Required software &amp; technology training</td>
</tr>
<tr>
<td>Human Resources Budget</td>
<td>Administrators &amp; Classified Staff (career enhancements &amp; professional goals)</td>
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</table>

Local funds for professional development are also available for faculty, faculty administrators and staff. These funds are approved and provided by the local board annually. The VP of Learning will have approval authority for local funds for professional development activities for faculty. The human resource manager will have approval authority for local funds for professional development activities for staff.

7.0 Procedures

Employees who are requesting professional development approval must follow the guidelines as outlined on the LFCC Intranet Web site link: http://www.lfcc.edu:800/publications_forms,

Professional Development Guidelines. This link also provides the Application for Professional Development, Post Professional Development Report and Professional Development FAQs.

8.0 Sanctions

Failure to follow this policy may result in the loss of funding.

9.0 Interpretation

The authority for interpretation of this policy rests with the Human Resource Manager.
10.0 Authority/Reference

This policy was developed by the human resource manager and the content was reviewed and approved by the president and cabinet members.