



**Title of Policy: Professional Development Program Policy**

**Policy (check one):** New  Revised \_\_\_\_\_ Reformatted \_\_\_\_\_

**Applies to (check all that apply):**

Faculty  Staff  Students \_\_\_\_\_

Division/Department \_\_\_\_\_ College \_\_\_\_\_

**Topic/Issue:**

Professional development program requirements

**Background to Issue/Rationale for Policy:**

Purpose of the policy is to increase the effectiveness of college personnel in

- a) teaching and learning;
- b) administration and management at all levels;
- c) planning and implementing strategies that further college objectives;
- d) motivating staff;
- e) promoting the College and maintaining positive relationships with the external community.

The college's current professional development requirements were established in conjunction with a prior strategic plan that is now obsolete. A formalized mandate that supports and encourages faculty and staff learning is needed to maximize benefits of current opportunities and promote quality teaching and service. This policy will address the requirement for professional development hours.

**State/Federal regulations and other policies/requirements (cite if applicable):**

- ❖ Memorandum of Understanding (MOU) between Baltimore City Community College and AFSCME Council 92/ AFSCME Local 1870: Article 15. Tuition - It is agreed that the current tuition waiver policy for employees and eligible dependents attending BCCC and the current tuition reimbursement policy will continue for the duration of the MOU. Article 22. Section 3. Staff Development - Each employee shall complete 40 hours of professional development per fiscal year. Tuition remission will be maintained in accordance with the reciprocal agreement governed by the University of Maryland System Board of Regents

policy. Details regarding release time are outlined in Section H of the policy procedures.

**Policy Language:**

The Board of Trustees and College administration are committed to building on the College's history of commitment to excellence in all areas of work. Therefore, to be successful, the college encourages faculty and staff to continuously engage in educational and training opportunities that maintain and improve effectiveness; stimulate personal and professional growth; help employees advance to higher level positions; and, to enhance morale and job satisfaction. To accomplish this goal, a minimum of 40 contact hours per year of professional development shall be required of all full-time PIN employees.

**Proposed Implementation Date: July 1, 2007**

**Proposed by: Human Resources**  
**Vice President/Senior Staff Member**

**Approved by the Board of Trustees: July 1, 2007**

**Originator/Division: Human Resources-Professional Development Office**

***\*This policy once approved by the Board of Trustees supersedes all other policies.***