

Title: #IV-19. Staff Development

Date: November 15, 2023 (replaces version dated January 6, 2015)

These campus guidelines on staff development are provided in accordance with the provisions of Board of Governors [Policy B-26](#) on Employee Development.

Definitions

The purpose of staff development is to enhance the ability of staff to improve the overall effectiveness of the college in achieving its mission and goals.

Staff development consists of a number of activities. Among such activities are:

- A. Workshops, seminars, self-study, or projects designed to improve the communication / learning process.
- B. Workshops, in-service meetings, or lectures brought to the campus to serve a wide audience.
- C. Off-campus workshops or professional meetings in one's responsibility area.
- D. Study or training in primary or auxiliary skills designed to enhance job performance.
- E. Graduate or undergraduate classes which aid in the development of the employee. These courses must be at West Virginia public colleges and universities unless an exception is approved by the President.

Administration

Planning and administration of staff development is a responsibility of the Professional Development Committee, who shall work collaboratively with the various executive level administrators and the President to establish an employee training and development program appropriate to the needs and resources of the campus. College-wide involvement is indicated as a means of assuring quality of programs, understanding and appreciation of all activities, and maintenance of equity in the use of resources.

Members

Coordinating Committee Members. A Staff Development Coordinating Committee shall be appointed by the Vice President for Academic Affairs and Co-Chairs of the Professional Development Committee. If a member is unable to attend, the member should arrange for an alternate representative to attend.

Responsibilities

The Coordinating Committee shall be responsible for the following:

1. Work with the Professional Development Committee and develop an annual Staff Development Plan which supports the college mission and goals [to be approved by the President].
2. Receive and review all requests for activities except those funded by the tuition waiver program.
3. Recommend use of allocated funds.
4. Maintain equity in recommendations for use of funds.
5. Assure that the recommended activities fulfill the understandings outlined in the statement of Definitions.
6. Determine the priority and activities to be funded.

The Professional Development Committee will establish deadline dates for receipt of funding requests. It may set budgetary parameters for use of funds; i.e., a percentage of annual budget for broad categories of development activities [e.g., on-campus functions, off-campus workshops].

Off-Campus Workshops. Requests for funding of off-campus workshops must be submitted and approved in sufficient time that travel arrangements and leave requests may be completed before the registration deadline.

Activities to Occur in Subsequent Year. The Coordinating Committee may recommend approval of activities which will occur in a subsequent year; however, such recommendation shall be governed by the actual availability of funds in the fiscal year that the activity will occur.

Setting of Specific Deadlines. The Coordinating Committee will establish specific deadlines for receipt of applications for any of the activities outlined above. Such

deadlines shall be communicated throughout the institution, allowing ample time for prospective applicants to prepare requests for recommendation and approval.

Responsible Administrator: Vice President for Academic Affairs, 304-424-8242