

**Miles College Professional Development  
Policy and Procedure  
for  
Faculty and Academic Staff**

The purpose of Miles College faculty (on ground and distance learning) and academic staff professional development structure is to support the mission and goals of the College through planning and implementing workshops, seminars, and educational opportunities. Internal and external professional development are essential to the growth of the faculty and staff the Institution. Faculty and staff are expected to takean initiative in promoting their own professional growth, by identifying and participating inprofessional development and activities, that will meet their needs to enhance their job performanceas documented in their annual evaluation. The major responsibility and professional growth resideswith each faculty and staff employed by the College.

**Professional Development Committee**

The major responsibility for implementing Miles College’s professional development program resides with the Professional Development Committee that includes faculty and staff. The committee advises on professional development needs and issues, that align with the mission and goals of the College, and provides leadership in assisting college personnel (*faculty and staff*) to fulfill their annual professional development needs. The purpose of the committee is to:

- recommending professional development opportunities
- communicating with college employees concerning the professional development opportunities each year
- communicating the effects of the professional development activities in their respective divisions, units or departments
- recommending how internally managed professional development activities are designed, delivered, and evaluated after consulting with the divisions, units or departments
- Working with the divisions, units and departments to ensure appropriate professional development actives are identified and available for all employees
- assist in trainings and in house professional development
- develop/publish/maintain Professional Development Calendar
- send out communications about upcoming committee approved Professional Development activities

At the time of the performance evaluation, individual professional developments needs will be assessed and discussed. Identified topics based on individual performance evaluation needs will be listed by the supervisor. These topics will be added to a general pool of needs. At the discretion of the supervisor, the general pool will be forwarded to the Professional Development Committee for the purpose of professional development activity planning.

## **Professional Development Planning**

The annual performance evaluation encompasses the employee's responsibility to his/her position. During the evaluation, the employee and supervisor will identify professional development activities. During the year, employees may update or change their professional development plans. Professional development activities should be related to:

- Miles College's mission and goals
- Division/departmental goals that align with Miles College mission and goals
- Professional upgrading and/or certification that aligns with Miles College mission and goals
- Employee's job description and competencies that align with Miles College mission and goals
- Professional Enrichment that align with Miles College mission and goals

Professional development activities should be maintained by creating and logging a professional development portfolio. The contents should include materials pertinent to participation in professional development activities, and other documentation that reinforces the individual commitment to development. Faculty and staff should submit professional development as part of their evaluation materials annually.

## **Funding for Professional Development Activities**

Miles College's professional development program focuses on the individual employee and permits individuals to assess their own needs and to design plans to meet those needs. If an event is approved and has direct benefit to the college and employee, the college may cover cost within the rules and regulations of the applicable fund source. The sources listed below support appropriate professional development activities as funds permit.

\*Departmental and other Professional Development budgets are not managed by the Professional Development Committee. Application Procedure & Reimbursement Current process managed through each department

## **Professional Development Process**

- Annual professional development is mandatory for all full time employees.
- Participation in Professional Development is reviewed as part of an employee's annual evaluation process.
- All employees are responsible for creating and logging their own Professional Development Portfolio. Recommended Practice: All Professional Development activities attended off campus should submit a deliverable (presented or written) to supervisor and colleagues.
- All employees are required to report using a standardized electronic reporting form. The data will be made accessible to Human Resources; Professional Development Committee; and Supervisors.

## **Professional Development Categories**

### **Faculty**

Professional development should be achieved in house and/or from outside sources.

#### **Internal Faculty Development Opportunities**

- All full-time faculty will attend beginning and end of Academic year professional development conferences/ workshop
- Faculty will self-select internal professional development as needed. Outside of mandatory trainings determined by the Provost, faculty must attend at least 3 per semester.

#### **External Faculty Development Opportunities**

- Faculty will attend two (one per semester) professional development aligned with subject matter in an Academic Year. One of these could be a webinar.
- Opportunities could include faculty perusing a terminal degree.

### **Academic Staff**

#### **Internal Faculty Development Opportunities**

- All full-time staff will attend beginning and end of Academic year professional development conferences/ workshop
- Staff will self-select internal professional development as needed. However, staff must attend at least 3 per semester.

#### **External Faculty Development Opportunities**

- Staff will attend two (one per semester) professional development per year. One of these could be a webinar.
- Opportunities could include faculty perusing a certificate.

Each activity on the Professional Development calendar will go through the Professional Development committee and approval will be made before it is listed on the published calendar. Each approved activity will be based on Miles College's mission and goals as aligned with each unit under the supervision of each member of the President's cabinet.

## **PROMOTION OF FACULTY**

### **Rank**

All faculty contracts will specify rank of Instructor, Assistant Professor, Associate Professor, or Professor. Special titles not referring to rank may be Visiting Professor, Lecturer, and Professor Emeritus as determined by the President.

In general, a faculty member is expected to traverse the scale from lower to higher rank so that the Full Professor implies previous service as Associate Professor; the Associate Professor implies service as Assistant Professor and Assistant Professor implies previous service as Instructor. Transfer from lower to higher rank is regarded as promotion or promotion in rank. Upon recommendation from the Provost and Senior Vice President of Academic Affairs and by authority