
SECTION: Human Resources

POLICY TOPIC: Staff Development

- I. Philosophy of Staff Development: Professional growth and development and in-service training for faculty and staff are seen as tools for increasing knowledge and developing skills which will enhance the development of each employee in an effort to improve job performance as well as to improve the efficiency of the operations of the College. Faculty and staff are expected to realize professional progress through such activities as completion of additional college work, participation in professional organizations and meetings, seminars, workshops, special study groups, independent study groups, independent study or research, travel, work experience, publishing, private instruction, and leadership in college and civic organizations. The Board is committed and supportive of these and other activities, and encourages the administration to provide opportunities for employee development which will, in turn, promote the accomplishment of the College mission.

- II. Staff Development Plan: As a vehicle for promoting the professional growth activities of the San Juan College faculty and staff, the College shall maintain a plan containing the following objectives:
 - A. To promote training for all staff members, to enhance their understanding of the nature of a comprehensive community college.
 - B. To provide faculty members with the instructional technology and methodology appropriate to community colleges.
 - C. To provide professional enrichment program opportunities for all staff.
 - D. To enhance instructional support programs through support staff training.
 - E. To enhance the climate for staff development by obtaining maximum commitment for such activities from the administration and Board.
 - F. To recognize staff development program participation by providing appropriate recognition.
 - G. To tailor the programs of staff development to all staff groups.
 - H. To continue ongoing planning and evaluation of the staff development plan.

- I. To develop the program so that it is consistent with institutional goals and objectives.
- J. To consider the total development needs of the employee and of the College.
- K. To develop the program in view of fostering job satisfaction and attracting and retaining qualified, creative, committed, and competent employees.