

# PROCEDURE:

## 4.9.5p1. Professional Development

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*Adopted:* May 16, 2007

### I. **PURPOSE**

It is the procedure of Ogeechee Technical College to promote and support quality professional development opportunities for personnel.

### II. **RELATED AUTHORITY**

State Board Policy 4.9.5. Staff Development

State Board Policy 4.9.3. Tuition Remission and Reimbursement for Approved Staff Development

### III. **APPLICABILITY**

This procedure applies to all full-time Ogeechee Technical College employees.

### IV. **DEFINITIONS**

**Professional Development:** A planned and organized learning activity that results in improved job competencies and professional growth. This activity may include any pre-approved effort that increases an employee's level of knowledge and improves his/her performance, i.e., attending routine committee meetings, specific training on a piece of equipment, or Technical College System of Georgia meetings.

### V. **ATTACHMENTS**

Request to Travel/Professional Development E-Form

Individual Professional Development Plan Form

Individual Professional Development Activities Form

### VI. **PROCEDURE**

Each employee at Ogeechee Technical College is required to participate in professional development activities.

Each employee must complete an annual individual professional development plan that is approved by the employee's supervisor.

Satisfactory completion of the annual individual professional development plan is a condition of continued employment.

Employees are not authorized to participate in professional development activities unless the activities are a part of an approved professional development plan or an approved change or addition to the plan.

When professional development activities include travel and reimbursable expenses, a Travel Expense Form must be completed in the CONCUR system.

Each employee shall prepare a professional development plan annually. Prior to making a commitment to participate in a professional development activity the employee must obtain authorization from the supervisor on a *Request to Travel/Professional Development E-Form*. A completed Request to Travel/Professional Development E-Form on OTCNet must be approved by the employee's supervisor at least five (5) days in advance of the travel date(s).

All plans must be completed by June 30 each year. The annual performance evaluation shall be used to determine if the individual professional development plan was successfully completed.

Approval of professional development activities will be contingent upon the presence of an appropriate need, available resources, and the College's ability to provide release time for personnel.

Following completion of the professional development activity, the employee must complete the *Request to Travel/Professional Development E-Form* by providing a narrative assessment of the activity or other appropriate documentation. Documentation of all professional development activities will be maintained by the College.

### **Suggested Activities**

College courses, Ogeechee Technical College courses, state or local activities, industry workshops or seminars, planned business/industry updates or other organized and structured activities. These could include the Faculty Development Institute, professional conferences, back to industry visits, professional readings and/or research, CD/DVD/online programs, or instructing peers or colleagues in professional development. Certificate, diploma, & degree programs may be considered for inclusion in the employee's professional development plan.

### **Scheduling Activities**

Professional development may take place at any time with approval of the employee's supervisor. Activities for faculty will normally be scheduled outside of class time and around registration responsibilities. Activities for administrative and support personnel will be scheduled around work responsibilities. Please note that some activities may be required by the employee's supervisor, governing agency, or the Technical College System of Georgia.

## Hours Required

Minimum hours required for faculty and administrative employees are 40. The minimum required for support staff employees are 16. All employees are encouraged to develop themselves as fully as possible. Therefore, some plans will far exceed the minimum hours required. The supervisor and the employee will determine the number of hours appropriate for an individual's plan. Support staff with non-exempt status will participate in professional development activities during regular work periods as approved by their supervisors. It is the supervisor's responsibility to assist with the scheduling of these activities.

Employee	Recommended Hours	Minimum Hours
Faculty	60	40
Support Staff	24	16
Administrative	60	40

## Changes in Plan

Changes in the initial plan will be made with the approval of the employee's supervisor. Changes will be reflected on the individual professional development plan.

## Expenses

All expected expenses (travel, registration fee, etc.) must be estimated and indicated on the *Request to Travel/Professional Development E-Form*. Each amount requested should include justification. Reimbursement for expenses will depend upon the availability of funds and the nature of the activity. In all instances, employees should obtain authorization for professional development activities prior to obligating themselves for any related expenses. Unapproved expenses will not be reimbursed.

## Completion of Activities

All plans must be completed by June 30 each year. The annual performance evaluation shall be used to determine if the professional development plan was successfully completed. Continuous employment at Ogeechee Technical College is contingent upon satisfactory completion of the individual professional development plan.

## Credit Classes

The Ogeechee Technical College Tuition Remission policy encourages faculty, staff, and administrators to participate in professional development activities and study by remitting tuition and fees for those Technical College educational activities that have been authorized by the employee's Vice President, and approved by the President and are clearly related to the employee's job or career in the organization. Tuition and fees will be remitted to the extent an employee is not eligible for financial aid.

For courses at Ogeechee Technical College to be paid by the College and for the course to count as professional development activity, the employee must be a full-time, permanent-status employee, have prior Presidential approval, and must successfully complete the course. A course is "successfully completed" when the criteria set by the

supervisor has been achieved or when a grade of "C" or better is earned depending on course requirements to receive credit.

Upon completion of the course, the employee must present a transcript to his or her supervisor indicating that the course was "successfully completed." A course is "successfully completed" when the criteria set by the supervisor has been achieved or when a grade of C or better is earned depending on course requirements to receive credit. A course must be successfully completed in order for the tuition to be paid by the employer and for the course to count as a professional development activity. If a course is not successfully completed, then the employee shall reimburse his or her employer for all costs paid by the employer.

1. Employees (*who meet the applicable admission standards and have received appropriate prior authorization from the President*) may register without tuition or fees on a space available basis at Ogeechee Technical College for approved professional development.
2. Employees of Ogeechee Technical College may attend credit classes as part of their professional development plan without registering as "auditors" and without credit being offered for such attendance. Employees should obtain permission from their immediate supervisor to attend such classes. Supervisors should establish the necessary criteria to demonstrate successful completion.
3. Employees (*who meet applicable admission standards and have received appropriate prior authorization from the President*) may register for courses at another TCSG Technical College where he or she is not employed for approved professional development. Unless the sending employer has made other arrangements, the sending employer will reimburse the receiving institution for tuition and fees.

### **Advanced Degree**

If continued employment with Ogeechee Technical College requires that a faculty member receive an advanced degree, the faculty member must present a plan to the divisional Dean outlining the following:

- what degree will be pursued;
- the college/university that will be attended (must be regionally accredited);
- when the program will begin;
- anticipated completion date;
- courses (with competencies) the faculty member intends to take and the match to the courses/competencies the faculty member will teach.

The requested plan will then be submitted to the Executive Vice President for Academic and Student Affairs (EVPASA) who will, if approved, submit the request to the President. No additional raises or compensation will be given for degree advancement unless the employee has written approval from the President. The decision will be forwarded to the faculty member in writing. If approved, the letter will include any salary increase associated with the advanced degree. Any tuition and fees associated with

obtaining the degree are the responsibility of the faculty member and are not subject to reimbursement.

### **Non-Credit Classes**

At the discretion of their supervisor, employees may include non-credit continuing education courses offered at Ogeechee Technical College as part of their Professional Development plan. Employees may enroll in these courses on a space-available basis and the registration fee will be waived. Employees will be required to pay for any associated books and/or supplies required as part of the course. A discounted rate will be offered to employees who wish to enroll in continuing education courses not related to their job.

## **VII. RECORD RETENTION**

Records containing the individual professional development plan and activity reports shall be retained in the employee's personnel file and a copy shall be provided to the employee.