

Institutional Directive 7-2

February 5, 2007

Title: Faculty and Staff Professional Development Program

I. Purpose

This directive explains the participation in workshops offered through the Faculty and Staff Professional Development Program. The process for developing inservice workshops is set forth as well in Directive 5-11.

II. Policy

It is the policy of Piedmont Technical College to assist faculty and staff members to acquire all competencies required by their present positions.

III. Program Characteristics

The Faculty and Staff Development Program supports the College mission and encourages employee growth. Faculty and staff development is part of every employee's professional development plan. The College provides many opportunities for employee development and encourages all eligible employees to participate in the activities. The College encourages employees to take courses to improve themselves professionally and personally. Seminars, workshops, and conferences provide faculty and staff opportunities to improve knowledge and skills in their subject areas and job duties.

IV. Faculty and Staff Professional Development Plan

Employees in permanent and probationary positions may participate in non-credit courses that the College offers. Temporary employees may be eligible for some development activities as indicated throughout this directive. The College allows several methods by which faculty and staff may participate.

A. Departmental Support

The College's operating budget along with limited support from the Piedmont Technical College Foundation provides an allocation for professional development activities. The amount available may vary depending on annual revenue and expenses. Pending departmental budget funds, temporary employees may be eligible to participate in departmental Faculty/Staff development activities.

B. Office of Instructional Development

The Office of Instructional Development (ID) is charged with researching, planning, coordinating and offering inservice and professional development activities that assist faculty (1) in remaining current in their discipline; (2) in using effective and relevant learner-centered teaching practices; (3) in implementing processes and or instruments (exams, portfolios, surveys) that help them assess whether program learning outcomes are being achieved ; and (4) with making curriculum or course changes when needed to assure program quality and instructional effectiveness.

Office of Responsibility: Senior Vice President

Instructional development events are free to full time faculty. Registration is required to attend a workshop or scheduled event. The College's ID website provides information on all ID events and registration information. Adjunct faculty may participate in events that are designated as being open to them. A needs survey is conducted annually.

The Office of Instructional Development maintains records of all events that it sponsors and provides these records to divisional deans in a time frame that allows for them to be included in yearly faculty evaluations.

The Office of Instructional Development budget is primarily supported by the Piedmont Technical College Foundation.

C. Staff and Professional Development (SPD)

Annually the College allocates funds for Staff and Professional Development (SPD) to sponsor professional development activities. The Office of Instructional Development will make recommendations for SPD training through the Vice President for Academic Affairs.

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