

Policy Name: Professional Development Policy	Responsible Owner: President	Effective Date: July 28, 2025
Policy Number:	Approval Body: Board of Governors	

A. POLICY:

PURPOSE/COMMITMENT:

The Institution is dedicated to fostering the professional growth of its employees to enhance their contributions to the Institution. The Professional Development (PD) Program supports activities that improve employees' skills and value to the Institution, aligning with their roles or approved role expansions, while prioritizing sustainable and accessible opportunities such as local or online conferences.

Professional development amounts to be approved periodically and posted internally.

SCOPE:

This policy applies to all qualifying academic instructors and non-teaching staff who have completed their probationary period. This policy does not cover events at which the employee is attending as an Institution representative or required professional memberships.

POLICY STATEMENT:

Annual PD Allocation: Each qualifying employee is allocated an annual amount, for PD activities directly related to their role or approved role expansion. Unused funds do not roll over and revert to zero at year-end. Expenditures require prior approval by the relevant Dean or Department Head. Personal development activities are not eligible.

Membership Allocation: An additional annual amount per eligible employee is allocated for professional memberships, approved by the relevant Dean or Department Head. If membership costs exceed the allocated amount, the excess is deducted from the employee's annual PD allocation. Required professional memberships are funded separately.

Large PD Requests: The Institution budgets an annual amount for PD requests exceeding the individual allocation threshold, to be considered by the Deans' Council in three cycles: mid-July, mid-November, and mid-March. Funding is distributed across semesters, with unassigned amounts from prior cycles available later. Requests are submitted at least 1.5 months prior to the semester start and evaluated collectively after deadlines. A maximum approval limit per request is established and approved annually, with requests exceeding a specified threshold limited to once every three years per employee.

Tuition Assistance for Post-Graduate Degrees: Separate from the PD budget, qualifying employees may receive tuition assistance for post-graduate degree programs. Assistance covers tuition only, prorated for part-time employees. Requests require Deans' Council approval via the Dean or Department Head. Approved programs must begin within four months, with reimbursement upon tuition receipt submission within six months of payment. Employees must commit to a one-year service obligation after signing an agreement post-reimbursement.