

METROPOLITAN COMMUNITY COLLEGE

DISTRICT REGULATION

3.35040 DR

EMPLOYEE DEVELOPMENT

3.35040 DR

In accordance with board policy, the chancellor is authorized to administer a comprehensive program of employee development of administration, faculty and classified staff. The implementation of the employee development program will be the responsibility of the vice chancellor of educational services for professional personnel and the vice chancellor of administrative services for staff. The program will be funded on an annual basis by the employee program development fund.

The following definitions will prevail:

- (1) The term "staff" in the context of employee development will be used generally to denote inclusively all employees of the district.
- (2) Those employees commonly referred to as staff (e.g., secretaries, clerks, etc.) will be referred to as "classified staff."
- (3) The employee development program will be referred to as the staff development program and will identify recipients of the training as administrators, faculty and classified staff.
- (4) Within the context of the staff development program "in-service training" will be used to denote the process by which employees acquire broadened and strengthened abilities. The process will generally consist of those activities and/or experiences provided by the district as opportunities to enhance advancement potential and/or as exercises for continually improving job performance.

Comprehensive System for Staff Development

In-service programming that is initiated on a districtwide basis and will be coordinated with the staff council, the academic senate and the chancellor's cabinet and, when appropriate, with college presidents, deans, and presidents of the faculty and staff associations. Specialized in-service training experiences, peculiar to a particular campus or unit, will be coordinated with the appropriate vice chancellors or their designees. In-service training experiences will be based upon the stated needs and preferences of the administrators, faculty, and staff.

Participation in the Staff Development Program

All personnel of the district will be eligible to participate, on an annual basis, in the staff development program. It is expected, however, that the extent of participation will vary according to the types of personnel and the experiences provided for the growth and development.

Experiences Classified as Inservice Training

To qualify as in-service training, experiences can be internally based (actually initiated and managed by the district) or externally based (initiated and managed by another agent), but, in the latter case, the experience and/or personnel participation must be supported financially, at least in part, by the district. Those facets of faculty professional development that relate directly to the instructional process and/or to curriculum development or to acquisition of graduate or postgraduate credits for credentialing in their teaching field will not be considered as within the scope of the in-service training experiences provided by the staff development program.

Approved: Chancellor
December 2, 1975

Editorial
Corrections: November 17, 2005