

Professional Development of Administrative Staff - Policy & Procedures

1.0 Purpose

- 1.1 The purpose of this policy is to support and enhance the professional growth and development of administrative staff, ensuring that they are equipped with the relevant skills and knowledge to perform effectively and advance within the University. The policy is also to promote career growth and skill development; align staff competencies with the University's mission and evolving needs; enhance employee engagement, job satisfaction, and retention; and ensure administrative staff keep up to date with best practices in their areas of responsibility.

2.0 Scope

- 2.1 Administrative employees are responsible for actively seeking opportunities, submitting requests for participation, fulfilling any learning objectives, and reporting requirements.
- 2.2 Deans and department heads are responsible for identifying team needs, supporting staff applications, and encouraging participation in relevant programs.
- 2.3 The Human Resources Department (HR) is responsible for tracking staff participation, organizing in-house training sessions, and providing information on available external programs.

3.0 Definitions

- 3.1 Professional development - activities that support staff in acquiring or enhancing skills, knowledge, and competencies that contribute to their current role or career progression.

4.0 Policy

- 4.1 All full-time and part-time administrative employees are eligible for professional development opportunities once they have satisfactorily completed their probationary period.
- 4.2 Participation in professional development should align with the employee's role or planned career development within the University.
- 4.3 Employees are encouraged to take an active role in their professional development and apply new skills and knowledge to benefit their college or department, and the University.

Types of Professional Development Opportunities

- 4.3.1 In-house training programs - university-organized workshops, seminars, and training sessions are available to all administrative employees at no cost.

4.3.2 External training and certification - opportunities for specialized skills or certifications relevant to the employee's role or future career objectives.

4.3.3 Higher education tuition assistance - financial assistance for employees pursuing degrees or certifications at the University that directly relate to their position or role within the University.

4.3.4 Conferences and workshops - attendance at professional conferences and workshops to keep up with industry standards, trends, and best practices.

5.0 Procedures

5.1 In March of each year, all employees are required to complete the Employee Professional Development Assessment in the Professional Development Plan and meet with the line manager to review the form. The line manager should approve the form and then obtain approvals up the chain of command.

5.2 The budget manager who oversees the employees shall include in the college or departmental budget the amount necessary to execute the employees' professional development plans.

5.3 Line managers will execute the professional development plans that are approved in the budget. Any expenditure related to professional development will be initiated by the line manager submitting a purchase request under standard procedure.

Related Policies and Documents

Employee Professional Development Assessment

Professional Development Plan