



<p align="center">Policy Title Employee Professional Development</p>	<p align="center">Original Adoption Date 7/20/72</p>	<p align="center">Policy Number HR-309</p>
<p align="center">Responsible College Division/Department Human Resources</p>	<p align="center">Responsible College Manager Title Vice President of Administration</p>	
<p align="center">Policy Statement</p> <p>Professional Development allows individuals to access opportunities in lifelong learning, maintain and improve professional competence, enhance career progression, keep abreast of new technology and practice, and comply with professional regulatory organizations, if applicable.</p> <p>Faculty Requirements: An individualized professional development plan will be created for each full-time and adjunct instructor to ensure they meet Faculty Quality Assurance System (FQAS) and Lakeshore Technical College (LTC) requirements to become an LTC FQAS Certified instructor.</p> <p>Once becoming LTC FQAS Certified, faculty are required to continue professional development in the areas of: Subject Matter Excellence, Instructional Excellence, and Student Success.</p> <p>To maintain FQAS certification full-time faculty must complete a minimum of 40 hours of professional development per year and adjunct faculty must complete a minimum of 4 hours of professional development per year.</p> <p>Support Staff & Management Requirements:</p> <p>Management and support employees may complete hours of professional development at the discretion of their manager.</p>		
<p align="center">Reason for Policy</p> <p>LTC has a strong commitment to continuous learning by providing employees with opportunities for professional growth.</p>		
<p align="center">Historical Data, Cross References and Legal Review</p> <p>Created/Adopted: 7/20/72; 6/15/78 Reviewed/Revised: 11/16/89; 5/19/93; 7/01/02; 7/01/03; 2/8/13; 1/16/15; 8/29/17; 5/21/19 Legal Reference: Cross Reference:</p> <p>Legal Counsel Review and Approval: N/A Board Policy: III.A. General Executive Constraint, III.B. People Treatment, III.C. Compensation and Benefits, III.D. Budgeting/Forecasting</p>		
<p align="center">Definitions</p> <p>Professional development is a broad term not strictly limited to career-related enrichment but also encompasses LTC’s strategic goals. This includes improving self-awareness, improving self-knowledge, developing strengths or talents and helping to develop the potential in others.</p>		

See: Faculty Professional Development Procedure, Faculty Quality Assurance System (FQAS) Requirements Procedure, Faculty Quality Assurance System (FQAS) Requirements Policy, Faculty Quality Assurance System (FQAS) Certified Instructor Policy, Support Staff Professional Development Procedure, Management Professional Development Procedure