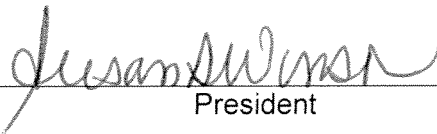


**AIKEN TECHNICAL COLLEGE
PROCEDURE**

Procedure Title:	EMPLOYEE DEVELOPMENT	Procedure Number:	3-4-101.1 ATC
Institutional Authority:	Vice President of Administrative Services		
Associated SBTCE Policy/Procedure:	8-10-100; 8-10-100.1		
Governing ATC Policy:	3-4-101		

Approved:


President


Vice President of Administrative Services

Date

Adopted: 08/02/2010

Date

Revised: 11/28/2011

DISCLAIMER

PURSUANT TO SECTION 41-1-110 OF THE CODE OF LAWS OF SC, AS AMENDED, THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE AGENCY.

I. Definitions and Purpose

A. Definitions

Professional Development at Aiken Technical College is defined as those activities of the staff and/or faculty that enhance individual and/or organizational performance.

B. Purpose

The purpose of professional development is to promote excellence in instructional programs and administrative services offered by the College. Professional development of employees will benefit both instruction and operational procedures, thus contributing to more efficient use of limited personnel and financial resources of the College. The improved customer service to students, which results, will lead to higher enrollment, retention, and placement, as well as compliance with accreditation standards. Professional development of the staff and faculty directly supports the College's mission to

promote an optimal learning environment through excellence in teaching, comprehensive instructional services, and the efficient use of resources.

C. Institutional Commitment

Aiken Technical College encourages all employees to pursue professional development opportunities whenever possible. The College intends to facilitate their participation in these types of activities consistent with mission requirements, funding availability, and scheduling needs of the institution. The College actively provides for professional development opportunities using three avenues: 1) each division through its annual budget, 2) the Human Resources Professional Development Program through sponsored activities, and 3) a partnership between the ATC Foundation and the College through supplemental funding support. These activities are considered so important to the continued growth of both the employee and the College that Professional Development will be an item of evaluation on each individual's EPMS/FPMS and is a matter of concern to every individual and their supervisor.

II. Responsibilities

While each person is primarily responsible for their own individual professional development, the following outlines general responsibilities within the institution to facilitate the individual's efforts in this area:

A. President

The President of Aiken Technical College will:

1. Encourage professional development activities on the part of the staff and faculty of Aiken Technical College, by creating an organizational atmosphere conducive to such activities; and will
2. Establish a Professional Development Committee (PDC) to review the College's annual Professional Development schedule.

B. Human Resources (HR) Director

The HR Director will:

1. Serve as the coordinator of the Aiken Technical College Professional Development Program;
2. Provide staff operational control over the Aiken Technical College Professional Development Committee (PDC);

3. Provide administrative support for the conduct of PDC meetings;
4. Serve as a non-voting Ex-officio member of the PDC;
5. Maintain historical records concerning professional development activities by members of the College; and
6. Ensure PDC meetings are conducted and requests are processed in a timely manner.
7. Solicit input, develop, and publish an annual schedule of programmed professional development activities. The annual schedule will be submitted to the PDC for review and approval. The annual schedule will be formulated as part of the planning and budgeting cycle and will be updated as needed.
8. Arrange for the conduct of Professional Development Activities to include obtaining instructors, scheduling facilities, registering employees and procuring needed materials;
9. Review, prioritize and act upon requests for expenditures of HR funds to include on and off campus activities; and
10. Assess and evaluate all professional development training.

C. Vice President of Education and Training

The VP of Education and Training or designee will:

1. Serve as the coordinator of the Aiken Technical College Faculty Professional Development Program;
2. Solicit input, develop and publish an annual schedule of Faculty professional development activities;
3. Arrange for the conduct of Faculty Professional Development Activities to include obtaining instructors, scheduling facilities, registering employees and procuring needed materials;
4. Assess and evaluate all Faculty professional development training.

D. Supervisors

Supervisors at all levels will:

1. Encourage and support the professional development and growth of their personnel, in part by including "professional development" as part of the planning stage in each subordinate's EPMS/FPMS; and
2. Process requests for professional development activities.

E. Professional Development Committee (PDC)

The members of the Professional Development Committee will operate under the sponsorship of, and report to, the Human Resources Director. The Committee will:

1. Serve as the College's reviewing body for College-wide professional development activities; The Human Resources Department will survey all College personnel and present a drafted schedule of professional development activities for review to the PDC on an annual basis;
2. Attend committee meetings and participate as members of various committee work groups;
3. Review and approve a schedule of institutionally sponsored professional development and training activities provided for ATC employees;

F. Individuals

All employees of the College have primary responsibility for their own professional development and will:

1. Assist in the identification of professional development opportunities;
2. Initiate requests to participate in professional development activities;
3. Transfer newly acquired knowledge to their current job and/or methods of operation at Aiken Technical College;
4. Attend and actively participate in required on-campus professional development activities; and
5. Provide documentation of completed professional development training to the HR Office.

III. Institutional Resources

A. Financial

There are three major components providing financial resources to support Professional Development activities at Aiken Technical College:

1. Department/Division Budgets

As part of the annual budget development process, all supervisors should request funds to support recurring and anticipated professional development activities of their employees. Each department will include in their annual budget submission those funds needed to support departmental activities such as:

- Traveling and registration to attend peer group meetings or conferences
- Training or travel associated with implementation initiatives designated in the College's Annual Plan
- Recurring subject area workshops or seminars
- Recurring certification/recertification of departmental personnel
- Other professional development training of individuals that can be reasonably anticipated

2. Professional Development Program

Annually, the College allocates funds to the Human Resources Office to support professional development activities. These resources will be used to support HR scheduled classes, seminars, meetings, retreats, and special events such as:

- College wide professional development meetings or training sessions
- Specialized training provided to groups of ATC employees
- Subject area classes (i.e. computer software, stress management, CPR, etc.) offered to ATC employee groups and scheduled through the PDC

The Human Resources Office will draft an annual schedule of professional development meetings and training sessions and submit to the Professional Development Committee for review and approval.

3. Aiken Technical College Foundation

- At the request of the President, the Aiken Technical College Foundation may designate a certain amount of funds each year for the express purpose of supporting professional development activities. Foundation funds are available to faculty and staff. The guidelines for use of the Foundation funds are for training or certification needed to start new programs or new initiatives at Aiken Technical College or to support the implementation of new technologies or other new initiatives related to the annual plan of the College. The Dean of Teaching and Learning Excellence will oversee these funds. Forms are available on the ARC and must be signed by the Director of Resource Development and the President of the College prior to funding the activity.

B. Facilities and Equipment

College facilities may be utilized to support professional development activities on a space available basis during normal operating hours at no cost.

C. Tuition

When possible, employees will be allowed to attend ATC credit and non-credit courses at no cost or at a reduced cost. Employees may be required to purchase textbooks and/or expendable supplies. The Training and Business Development Division (TBDD) conducts non-credit public offerings for occupation upgrade and personal development. Course offerings are listed in the College's course schedule.

1. Employees may attend any credit class/course being conducted during the semester on a space available basis with the instructor's approval. (No "class/course credit" is awarded to employees enrolled under this condition.)
2. Employees may attend TBDD public non-credit classes/courses at the request of their supervisor at a reduced cost or no-cost basis with the exception of books and supplies. Employees would apply directly to the TBDD in accordance with the following procedure:
 - a. The employee requests their supervisor to forward a written request to the Vice President of Education and Training indicating that the class/course is needed for job performance or enhancement and that the tuition be waived if space is available.

- b. By the day before the Start Date, TBDD will determine if there is space available in the class. If the class has met minimum enrollment numbers, but is not filled with paying customers, the ATC employee will be enrolled in the class and the tuition waived.
 - c. If the class has not met minimum enrollment numbers, a determination will be made as to whether or not the class will run. If it will run, the employee may be requested to pay full tuition or a pro-rated amount.
 - d. ATC employees will be requested to purchase, at their expense, textbooks and/or expendable supplies at the normal price.
 - e. The Vice President of Education and Training will approve/disapprove the written request and will return the form to the employee.
 - f. If approved, TBDD will contact the employee to complete the TBDD Class registration form.
3. College Credit Tuition Assistance

Within budget constraints, the College may provide tuition assistance to FTE employees who desire to obtain academic degrees or to take individual credit courses for career advancement.

A. Tuition Assistance Limits

Tuition assistance may be provided for up to six credit hours per academic term per employee. Total assistance may not exceed \$500.00 per employee per academic term, nor exceed the actual cost of tuition. For employees that are required by the President to complete a course or courses, the limit of \$500.00 does not apply.

B. Eligibility

1. Only employees in FTE positions with at least twelve (12) months of State service are eligible for tuition assistance. Employees in temporary grant positions may receive tuition assistance at the discretion of the College if the funds are available in the grant.
2. Employees must work at least thirty (30) hours per week to be eligible for the program.
3. Employees are generally required to work the normal number of hours in their regular workweek. The employee and the supervisor should

work out a schedule to ensure adequate coverage for classes and/or office.

4. Courses must be taken for academic credit but do not have to be taken toward the completion of a degree.
5. Tuition assistance is not available to employees receiving allowances from any other official source(s), including the G.I. Bill, scholarships, grant-in-aid, etc. If the employee is receiving other assistance that must be repaid, i.e. student loans, the College may allow an employee to receive tuition assistance.
6. Employees must attend South Carolina public institutions of higher learning and be accepted for admission to those institutions. Tuition assistance may be approved for employees who take on-line courses from accredited institutions of higher learning. Exceptions must be approved by the President and State Budget and Control Board on a case-by-case basis.

C. Reimbursement

1. Employees must successfully complete the course(s) requirements to have tuition costs reimbursed. Employees who do not successfully complete the course(s) will not be reimbursed. Minimum success criteria for undergraduate courses are a grade of "C". For graduate courses, it is a grade of "B".
2. Books and other fees will not be reimbursed.
3. Upon completion of the course(s), the employee will complete a tuition reimbursement request form. The form can be found on ARC and should be turned in to the Human Resources Office, within 30 days of course(s) completion. A copy of the employee's transcript or other official documentation with the seal from the College or University (personal identification must be listed on transcript or official documentation) showing completion of course(s) should be attached to the request form.

D. Administration

1. Eligible employees must submit a tuition assistance request form to the Human Resources Office in accordance with the deadline.

2. When considering approval of a request, the following criteria will be considered:
 - a. Relative value of course(s) to the employee's position, College, and division;
 - b. History of course completions by the requestor;
 - c. Amount of tuition assistance already approved in the past for the requestor;
 - d. Amount of funds available for the fiscal year; and
 - e. Workload of staffing.
 3. Requests will be forwarded to the Professional Development Committee for review and from the Committee to the President for final approval. The College President must concur or disapprove in writing. Requests for Non-South Carolina institutions are forwarded to the Budget and Control Board. Requests will be reviewed and approved in the following order:
 - a. Employees required by the College to take courses to meet SACS or other re-certification requirements;
 - b. Employees wanting to take courses to improve their job related skills or to obtain job related additional knowledge; and
 - c. All other requests.
 4. Employees requesting tuition assistance will be notified of approval/disapproval as soon as possible before the class date. Decisions are final with no appeal process.
 5. If educational activities interfere unreasonably with the employee's work, the functional area manager may determine that the employee's right to continue in the tuition assistance program be suspended. A decision to suspend program eligibility may be appealed to the President. The President's decisions are final with no appeal process.
- E. Deadlines for Tuition Assistance
1. Course(s) to be taken in fall term – July 1

2. Course(s) to be taken in spring term – November 1
3. Course(s) to be taken in summer term – March 1

IV. Professional Development Committee (PDC)

The Aiken Technical College Professional Development Committee will operate under the sponsorship of, and report to, the Human Resources Director.

A. Mission

The PDC will serve as the reviewing body for the administration of College-wide professional development activities including training and information sessions sponsored by Human Resources. The PDC will also serve as the body for the review of tuition assistance requests.

B. Composition

The PDC will be composed of nine voting members serving for a two-year period. To ensure continuity, half the membership will be replaced each year. Members will both be appointed by and represent the organizations listed below:

Organization	Members
Education & Training Division	4*
Administrative Services	2
Student Development	1
Marketing & Enrollment Management	1
Office of the President	1

* 1 of the 4 will be designated from TBDD

The committee will also include two non-voting Ex-officio Members: the Human Resources Director and the ATC Foundation Director.

C. Operations

1. The Human Resources Office will draft an annual schedule of professional development meetings and training sessions and submit to the PDC for review, input and approval.
2. Certificates will be awarded to individuals upon completion of training.

D. Meetings

The full Committee will meet a minimum of three times per year. These meetings will include review and approval of tuition assistance requests and review and approval of the proposed professional development annual schedule.

V. ATC Foundation Professional Development Funding Requests

All requests for ATC Foundation funds will be processed through the Dean of Teaching and Learning Excellence.

The following procedures will be used to submit a request for ATC Foundation Professional Development funds:

- A. Requests are limited to \$1,000 per person per year and requests must be submitted at least 30 days prior to any professional development activity.
- B. To request funding from the ATC Foundation the ATC Foundation Faculty/Staff Professional Development Approval Form, available on ARC, must be completed and approved through a signature process prior to submitting to the Dean of Teaching and Learning Excellence. The Dean of Teaching and Learning Excellence will then forward the original form to the ATC Foundation for record keeping purposes.
- C. The initiator will submit an ATC Foundation Faculty/Staff Professional Development Approval Form (Appendix A) to their division dean or supervisor. The dean or supervisor will indicate on the form whether the division can provide funding for part of the requested amount. Critical to this approval process is a detailed justification as to how this action will foster the professional development of an individual or group in support of new initiatives and/or programs of the College. Activity information and/or agenda must accompany requests for participation in external conferences, seminars, and/or workshops.
- D. The Dean of Teaching and Learning Excellence will notify the applicant of the approval/disapproval of the professional development request.
- E. The employee is responsible for making necessary arrangements to attend the approved activity to include submission of appropriate travel requests, registration, and reimbursement forms.

Appendix A



Aiken Technical College Foundation Faculty Professional Development Funding Request Form

Faculty Professional Development-

Funds are available through the Foundation office to support faculty professional development. Professional Development is defined as continuing education or professional growth related training necessary for the applicant to excel in his/her field of expertise and which will directly or indirectly affect student outcomes. Also for more information please refer to ATC Policy & Procedure Number 3-4-101.1 Professional Development Plan. The resources available are to be used to augment ongoing actions or to support either individual or group activities that could not be supported through normal funding channels such as training or certification needed to start new programs at ATC, or to support the implementation of new technologies or other new initiatives. Requests are limited to \$1,000 per person. Please complete the justification form and obtain all signatures prior to sending to the Director of the ATC Foundation. If approved, you will receive a copy of the request signed by the ATC President and ATC Foundation Board Chairman. **Request must be submitted at least 30 days prior to any professional development activity.**

Professional Development Activity Name:

Applicant Name: _____

Department: _____

Extension: _____

Total Amount from College Budget: \$ _____

Total Amount Requested from the Foundation: \$ _____

1. _____
Division Dean Date

4. _____
ATC President Date

2. _____
Dean for Teaching & Learning Excellence Date

5. _____
ATC Foundation Director Date

3. _____
VP of Education and Training Date

6. _____
Chairman, ATC Date

Once application is approved copies will be sent to applicant, business office and procurement.

**ATC Foundation Professional Development Request
Budget Form**

	Foundation Budget	College Budget
Cost of Conference/Seminar/Class	\$	\$
Cost of Hotel (total)	\$	\$
Air Fare	\$	\$
Mileage (use SC State Guidelines)	\$	\$
Meals (use SC State Guidelines)	\$	\$
Other (please explain)	\$	\$

Appendix B



Aiken Technical College Foundation

Staff Professional Development Funding Request Form

Staff Professional Development –

Funds are available through the Foundation office to support staff Professional Development is defined as continuing education or professional growth related training necessary for the applicant to excel in his/her field of expertise and which will directly or indirectly affect student outcomes. Also for more information please refer to ATC Policy & Procedure Number 3-4-101.1 Professional Development Plan. The resources available are to be used to augment ongoing actions or to support either individual or group activities that could not be supported through normal funding channels such as training or certification needed to start new programs at ATC, or to support the implementation of new technologies or other new initiatives. Requests are limited to \$1,000 per person. Please complete the justification and budget form and obtain all signatures prior to sending to the Director of the ATC Foundation. If approved, you will receive a copy of the request signed by the ATC President and ATC Foundation Board Chairman. **Request must be submitted at least 30 days prior to any professional development activity.**

Professional Development Activity Name:

Applicant Name: _____

Department: _____

Extension: _____

Total Amount from College Budget: \$ _____

Total Amount Requested from the Foundation: \$ _____

1. _____
Applicant Date

4. _____
ATC President Date

2. _____
Supervisor Date

5. _____
ATC Foundation Director Date

3. _____
Division Vice President Date

6. _____
Chairman, ATC Foundation Date

Once application is approved copies will be sent to applicant, business office and procurement.

**ATC Foundation Staff Professional Development Request
Budget Form**

	Foundation Budget	College Budget
Cost of Conference/Seminar/Class	\$	\$
Cost of Hotel (total)	\$	\$
Air Fare	\$	\$
Mileage (use SC State Guidelines)	\$	\$
Meals (use SC State Guidelines)	\$	\$
Other (please explain)	\$	\$

You must attach official conference or seminar agenda, description, hotel and air information to apply for funds from the ATC Foundation.