

CANADORE COLLEGE
CORPORATE POLICY MANUAL

TITLE: Professional Development Policy

EFFECTIVE DATE: November 20, 2007

1. SCOPE

1.1 Authority

1.1.1 This policy is issued under the authority of the Board of Governors of Canadore College.

1.2 Application

1.2.1 This policy applies to full-time and regular part-time employees of Canadore College.

2. Purpose and Principles

2.1 Background

It is recognized that the College's institutional development and ability to fulfill its mission and mandate is dependent on the development of the skills, abilities and knowledge of its faculty and staff.

In addition to individualized professional development, the College has a responsibility and an obligation to provide general professional development that is linked to the annual performance review of administrators and the performance planning processes for faculty and support staff that is aligned with the Canadore 2012 Strategic Direction and the College's 2007-2010 Strategic Plan.

2.2 Purpose

Canadore College is committed to providing professional development opportunities for faculty and staff to gain or improve skills and experience in order to more effectively carry out their roles and responsibilities within the institution. The College is also committed to encouraging and facilitating professional development with respect to enhancing transferable job skills and achieving career goals. This document outlines the framework that will be used by the College in order to meet these commitments.

2.3 Principles

The framework attempts to clarify general rules, responsibilities and expectations for the College and for employees regarding:

- specific training for specific job assignments,
- general training supporting general job responsibilities, and
- professional development for personal growth.

For the purposes of this framework, professional development is defined as an educational experience or opportunity that provides a broadening of understanding and additional training related to an individual's job, profession or personal growth. This definition encompasses such activities as coursework, seminars, mentoring programs, workshops and other legitimate training and education activities.

Implementation principles:

- The College will provide for fair and balanced access to professional development for faculty, staff and administrators.
- Resources, including budget and Human Resources staff, will be dedicated to support professional development on an annual basis.

3. ROLES AND RESPONSIBILITIES

3.1 Board of Governors

The Board of Governors is responsible for the initial approval of the policy framework and subsequent substantive amendments.

3.2 President

The President is responsible for the overall management and operation of the College. The President has the authority to approve amendments to this framework except where an amendment would represent a change in the underlying philosophy and principles of the policy.

4. EVALUATION

The Policy will be reviewed and evaluated every three years.