

GLENVILLE STATE COLLEGE POLICIES

PERSONNEL POLICY 19

STAFF DEVELOPMENT

19.1. General.

1.1. Scope - This policy establishes guidelines relating to staff training and development programs.

1.2. Authority - West Virginia Code § 18B-1-6, 18B-7-5.

1.3. Effective Date –February 18, 2004

1.4. Repeal of former rule - Repeals and replaces Series 41 of Title 131 Interpretive Rule of the Board of Directors of the State College System of West Virginia effective July 2, 1990.

19.2. Purposes of Staff Training and Development

2.1. Understanding that the scope of campus training and development programs may be different in terms of the types of programs and activities offered and supported, there should be some consistency among institutions. A basis for Glenville State College's development program should be that each is designed to enhance the professional level and effectiveness of the staff member in his/her assigned duties and to broaden the individual's knowledge and skills for future job assignments, where appropriate. While there are many by- products of training (e.g., increased knowledge and personal satisfaction), the real measure of success must be improved job performance.

19.3. Definition of Staff Training and Development

3.1. Training and development activities will differ in breadth in relation to the needs and resources of Glenville State College. The purpose of training and development is to increase professionalism, productivity, and individual and organizational effectiveness. Examples of such activities include, but are not limited to: skills acquisition, job-related skill enhancement, personal and career development, instructional development, and research and scholarship, where appropriate.

19.4. Staff Eligibility and Participation

4.1. Any person who is a classified employee of Glenville State College is eligible for staff training and development at the College in accordance with this rule. Participation of eligible personnel is assumed as an inherent part of staff responsibility.

19.5. Board of Governors of Glenville State College: Roles and Responsibilities

5.1. The board shall:

- 5.1.1. Require Glenville State College to develop and operate a classified staff training and development program appropriate to the needs and resources of the institution.
- 5.1.2. Require that Glenville State College support such activities by designating a portion of the funds each year for staff training and development, and report annually to the Board the status of their staff training and development programs.
- 5.1.3. Establish direction, priorities and plans for staff development.
- 5.1.4. Serve as a clearinghouse of information on programs, conferences, training, materials, research and other matters relevant to staff development.
- 5.1.5. Sponsor and support statewide and regional conferences and workshops on staff development on a regular basis.
- 5.1.6. Assist Glenville State College in establishing, upgrading, evaluating or refining staff development programs and in developing techniques and procedures for assessing the effectiveness of staff development programs.

19.6. College: Roles and Responsibilities

6.1. The president or his/her designee shall establish a functioning staff training and development program. The College may have a separate program for staff training and development, or a professional development program combining staff development with other professional development according to the College's needs and resources. If the college provides a combined professional development program, the respective groups representing the participants shall be consulted and involved in creating that program. An advisory committee at the College, which is representative of affected employees, may be used to assist in the initial development of the program and with its on-going administration. Through these programs, the College shall conduct in-house professional development activities.

6.1.1. The College program shall include the following:

6.1.1.1. A method for identifying training and development needs.

6.1.1.2. A scheduled set of training and development activities, seminars, teleconferences, apprenticeships, on-the-job training, supervisory skill development programs, etc.

6.1.1.3. An annual written report on training and development activities, including a summary of financial resources dedicated to the program, that is distributed on the campus and to the Board of Governors.

6.2. The president or his/her designee shall establish appropriate organizational structures, procedures, standards and criteria for the on-going operating and assessment of the staff training and development program.

6.3. The president and administrators at Glenville State College have the responsibility to support staff training and development since such administrative support is instrumental to achieving the personal and institutional benefits of such a program.

6.4. Glenville State College has the responsibility for providing financial and logistical support to operate its staff training and development program.