

# Training and Professional Development Policy

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The pursuit of Goucher College's mission and vision requires a shared commitment from staff, faculty, and volunteers to the highest principles of respect, inclusion, communication, service and social justice, and responsibility. To this end, Goucher college staff and faculty receive training and professional development to reinforce this shared commitment.

## I. PURPOSE

This policy identifies the purpose, guidelines, responsibilities, and processes for an effective training and professional development program and curriculum. More specifically, this program and curriculum will:

- Increase employee work capabilities and competencies so that Goucher College can better serve the needs of our students.
- Provide a work environment to encourage and assist with the identification of goals, skills, and competency gaps and contribute to professional development.
- Encourage and provide access to appropriate training and professional development opportunities for current and future roles at the College.
- Facilitate collaboration and communication between supervisors, employees, and the Office of Human Resources in identifying and addressing individual, departmental, and divisional training and professional development needs.
- Recognize employee contributions to the College and support them in achieving their career goals.

## II. DEFINITIONS

- A. **Professional Development:** A career-oriented process focused on the overall development of employees to increase their long-term potential.
- B. **Training:** A job-oriented process to develop employees' knowledge and skills needed to perform their current positions.

## III. SCOPE

This policy applies to all staff and faculty at Goucher College.

## **IV. RELEASE TIME FOR TRAINING AND PROFESSIONAL DEVELOPMENT**

### **A. Release Time for Training and Professional Development Events Sponsored by Goucher College**

Training and professional development opportunities sponsored by the Office of Human Resources or other departments at Goucher College are typically offered during the workday.

1. Programs are intended for employees who are expected to continue employment at Goucher College.
2. Employees must obtain supervisory approval for participation prior to registering; an employee's availability of time to participate in such programs is within the discretion of the supervisor.
3. Employees approved to attend programs will receive full pay while participating and will not be required to use available leave.

### **B. Leave of Absence for Training and Professional Development**

1. The President or designee may approve a leave of absence with pay for employees to pursue advanced instruction or another approved plan of professional development for a period of up to six months. Approval for such arrangements requires a written and signed agreement from the employee, supervisor, and President or designee. Such agreements specifies the duration of the leave, salary payable to the employee while on leave, benefits continuation while on leave, costs paid by the employee and/or the College, service requirements post-program, and any repayment requirements for failure to complete post-program service (e.g., resignation).
2. The department or College may withdraw approval for continued participation at any time, including but not limited to receiving evidence that the employee is not making satisfactory progress in the program.

## **V. NEW EMPLOYEE TRAINING**

### **A. New Hire Information Session**

Within the new hire's first week of employment, the new hire information session is conducted. During this one-hour meeting, employees are provided an overview of the College's [community principles](#); a review of important [policies](#) and training requirements; a summary of the [benefits plan](#), eligibility, and enrollment process; and an overview of additional resources such as [Inside Goucher](#), the [employee handbooks](#), and Human Resources Information System. New hires are also invited to attend a lunch with the President.

### **B. New Employee IT Orientation**

On the first day of employment, the new hire meets with a member of Information Technology to go over the technology basics at Goucher. The IT staff member I makes sure the new hire can access their email, change their password, access shared drives, and more. A brief summary of the [Computer Use Policy](#) also takes place during this session.

### C. New Employee Orientation:

New Employee Orientation is typically offered twice per year, in the fall and spring semesters. Attendance at this day-long orientation is required for all new staff and full-time faculty. Advanced notice of the scheduled orientation dates is shared with new employees.

The agenda includes interactive sessions including Goucher's history; strategy; and key College policies and processes on topics including but not limited to Title IX, Diversity, Human Resources, and Information Technology. Attendees also have the opportunity to hear the President and Cabinet speak about Goucher's current status, structure, and divisional priorities.

## VI. TRAINING AND PROFESSIONAL DEVELOPMENT

The success of training and professional development efforts are dependent upon the combined efforts of employees, supervisors, and the Office of Human Resources. Accordingly,

- Employees and their supervisors are both responsible for training and professional development, both participating in the identification of opportunities and creation of development plans.
- The Office of Human Resources works with supervisors and the Professional Development Committee to identify and plan the training and professional development programs, which may be department-specific, inter-departmental, and/or college-wide.

### A. Guidelines

Participation in all training and professional development activities requires advanced approval from the employee's supervisor. Employees participating in and receiving training are expected to apply information and/or skills learned in the program to enhance their skills, competencies, and/or productivity. All training and professional development organized by the Office of Human Resources is documented in the employee's file and attendance will be tracked for all online and in-person courses.

### B. Budget and Expenses

The Office of Human Resources manages a central budget for professional development programs. Unless otherwise noted, programs offered by the Office of Human Resources are free of charge to Goucher College employees.

### C. Participation in External Training and Professional Development Events

At times, employees and supervisors may have training and professional development needs not addressed by the current calendar of events. Prior to registering for an external program or workshop, employees should contact the Office of Human Resources to discuss their development needs. Through its vast network of peers, the Office of Human Resources can often identify a low- or no-cost option locally, tailored to higher education. In the event that this is not possible the Office of Human Resources works with the employee and/or supervisor to identify viable alternative programming that best address the needs of the employee and/or the department.

Departments are encouraged to maintain separate budgets for individual employee needs not addressed by the Office of Human Resources training and professional development schedule, as well as for conference attendance, professional certifications, and professional organization membership.

## **VII. RESPONSIBLE DEPARTMENT**

[Office of Human Resources](#)

## **VIII. CONTACT**

The Associate Vice President for Human Resources is responsible for questions regarding this policy.

## **IX. RELATED POLICIES**

[Mandatory Training Policy](#)

[Tuition Remission, Reimbursement, and Exchange Policy](#)

## **X. HISTORY**

Implemented: September 2021