TITLE:	**Faculty and Staff Professional Development**
PROCEDURE NUMBER:	**8-10-1000.1**
RELATED POLICY AND PROCEDURES:	**8-10-1000 Faculty and Staff Professional Development** **8-10-100.1 SBTCE Employee Development Procedure**
DIVISION OF RESPONSIBILITY:	**Administrative and Academic Affairs**
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July 11, 2013	**November 9, 2023**	**October 26, 2020**
Date Approved by President	**Date of Last Review**	**Date of Last Revision**

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 COLLEGE. THE COLLEGE RESERVES THE RIGHT TO REVISE THE CONTENT OF THIS DOCUMENT, IN WHOLE OR IN PART. NO PROMISES OR ASSURANCES, WHETHER WRITTEN OR ORAL, WHICH ARE CONTRARY TO OR INCONSISTENT WITH THE TERMS OF THIS PARAGRAPH CREATE ANY CONTRACT OF EMPLOYMENT.

Piedmont Technical College abides by the State Board for Technical and Comprehensive Education Procedure 8-10-100.1 Employee Development. This procedure outlines the State and College-specific criteria for participation in faculty and staff development activities.

Administrative Responsibilities

It is the responsibility of the Vice President for Academic Affairs and the Dean of Instructional Development and Academic Support.

Procedure

A. Faculty and Staff Professional Development

1. The Faculty and Staff Development program supports the College mission and encourages employee growth in knowledge and skills.

2. Professional development is a part of every faculty and staff member's annual performance management system.

3. The College encourages employees to take courses to improve themselves professionally. Seminars, webinars, workshops, and conferences provide faculty and staff opportunities to improve knowledge and skills in their subject areas and for their job duties.

4. New faculty are required to take an orientation course their first year of being with the College as a full-time instructor. When funds are available, they may receive one course release for one semester.

B. Availability of Activities

The College provides opportunities for employee development and encourages all eligible employees to participate.

1. Departmental Support The College's operating budget, along with limited support from the Piedmont Technical College Foundation, provides an allocation for professional development activities. The amount available may vary depending on annual revenue and expenses. Pending departmental budget funds, temporary employees may be eligible to participate in departmental faculty/staff development activities.

2. Responsibilities of the Instructional Development and Academic Support Division

   a. The duties of Instructional Development and Academic Support Division include researching, planning, coordinating and offering in-service and professional development activities that assist faculty in remaining current in technical trends and work skills requirements.

   b. Faculty register for college sponsored PD through Pathway, and these records are housed in Banner. A faculty member or Divisional Dean may go to Pathway to review the complete PD Transcript.

3. Workshops, webinars, seminars, and conferences, which are sponsored by educational institutions or other reputable agencies, may be funded through the departmental or divisional budgets.

   a. Employee meets with supervisor to request funding.

   b. Supervisors approve in-state travel, if budget funds are available.

   c. For professional development requiring travel, an employee fills out the Professional Development Travel Request Form, located in the Pathway Employee Tab under Documents and Forms, has it approved by his/her supervisor and budget holder. If the professional development requires out-of-state travel, the form requires the approval of the appropriate Vice President and the President.

d. Each division has a limited budget to expend on professional activities and approved requests.

e. Requests for payment for registration or associated fees are processed through the Accounting Office following College policies and procedures.

f. The Finance Office notifies the applicant when the check for registration fees, membership dues, or travel reimbursement has been processed.

g. Each Institutional Officer will maintain a list of activities funded.

4. Professional Organizational Membership Professional Organization Membership means official, paid affiliation with professional organizations that support enrichment in the individual staff member's area of expertise or in relation to the individual’s position.