



SUBJECT: Governance and Organization

POLICY: 105.1 Professional Development

RELATED PROCEDURE: 105.1.1

EFFECTIVE: July 2010

REVISED: August 2023

REVIEWED:

Introduction and Purpose

Great Falls College MSU is committed to continuous personal/professional development. Specifically, the College values and supports faculty and staff participation in professional development activities directly impacting the ability of the college to meet its strategic goals and serve students.

Policy

Annually, as part of its budget-setting process, the college designates a pool of funds to serve as an enrollment reserve for the College and a dedicated resource for professional development activities. The amount of this pool is governed by the recommendation of the College Council with concurrence of the Executive Council. These resources are authorized for release by the Executive Director of Operations and are allocated strategically by the college's divisional heads based on strategic goals and plans for their area.

Some professional development activities may be exempt from this policy. Examples of exemptions may include professional development funded through grants or designated monies. Professional development requests outside of this policy require approval from the appropriate grant administrator or division head.

College Required Training

The college may require employees to attend professional development activities and training as part of their work assignments. Attendance will be considered work time and the employee will be compensated for the attendance as required under relevant wage and hour laws, regulations, and college policies.

Employee Requests to Attend Job-Related Training

Employees may request approval from their supervisor to attend training or professional development activities that will improve their job-related knowledge, skills, and abilities. If approved, attendance will be considered work time and the employee will be compensated for the attendance as required under relevant wage and hour laws, regulations, and college policies.

Personal Development Activities

Employees may wish to take time off to attend personal development activities or training to advance their own personal or professional development or to advance their personal educational goals, including taking college/university courses. Employees may request approval to attend training or college/university courses during their regular work schedule. If the supervisor approves the request, the time away from work duties may be covered as follows:

- a. The employee will take annual leave for the work time missed.
- b. The employee will make up the work time missed if it is possible to do so without accruing overtime.