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## ASUN Operating Procedure – 1006

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### Operating Procedure Synopsis

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**Title:** Staff Professional Development and Training

**Approval Date/Revision Date(s):** 5/2018, 2/2020

**Review Date(s):** 2/2019, 2/2021

**Executive Cabinet Liaison:** Chancellor

**Responsible Manager:** Chancellor

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### A. Purpose and Scope

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This operating procedure recognizes the need for employee professional development and training and defines the process for implementing professional development and training. This procedure is not intended to replace the Academic Professional Development and Training Operating Procedure or a department's ability to request professional development funds for external conferences or training. Individuals involved in fulfilling the requirements of this operating procedure include the Chancellor, the Executive Cabinet, and all ASUN staff.

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### B. Definitions

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**Professional Development:** Presentations, materials, webinars, and/or activities that enhance a staff member's knowledge and understanding of their professional role.

**Training:** Presentations, materials, webinars, and/or activities that provide specialized knowledge and understanding of approved and acceptable procedures and processes within our institution.

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### C. Procedures

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#### Institution-Wide Professional Development and Training

1. At the start of each calendar year, the Office of the Chancellor shall distribute a survey requesting recommendations for institution-wide professional development and training. All employees shall complete the survey.
2. Any employee that has a specific recommendation regarding a speaker shall determine the cost of said speaker and present this information to his/her supervisor.
3. Each Vice Chancellor shall be responsible for recommending at least one speaker per year, providing both the speaker's name, contact information, and as estimated cost summary based upon the speaker's fees and anticipated travel expenses. Recommendation shall be submitted to the Office of the Chancellor by February 1.
4. The Executive Cabinet will select a speaker(s) taking into consideration the Vice Chancellors' recommendations and the survey responses.

\*All ASUN students, faculty, staff and administrators are expected to adhere to operating procedures.

### **Individual Staff Professional Development and Training**

Any member of staff who attends an out-of-state conference is required to give a presentation to members of faculty and/or staff exhibiting what they learned. This could take place in a department meeting or other audience-appropriate venue. The employee's supervisor authorizing the travel is responsible for ensuring that this requirement is met.

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### **D. Related Information**

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