

Sierra College

ADMINISTRATIVE PROCEDURE

AP 7800

Professional and Organizational Development/Training

Date Adopted: 11/9/2004

Date Revised: 4/5/2019

Date Reviewed: 4/5/2019

References:

This procedure ensures that an employee follows the process for training and professional development.

- A classified employee must have prior approval from their manager to attend on-campus, in-service training provided by the Professional and Organizational Development Office.
- A full-time faculty employee must complete their obligation for professional development by completing the Flexible Calendar Contract by the date established in the SCFA contract, currently April 1st. The contract must be approved by the Flex Review Committee.
- A part-time faculty who teaches full-term courses may also be paid for professional development hours by attending institutionally-planned activities only. After the activity is completed, the contract is approved by the Professional and Organizational Development Office.

See Board Policy 7800.