EMPLOYEE PROFESSIONAL DEVELOPMENT AND LEARNING

PREAMBLE: This section describes the university’s commitment to professional development and learning opportunities for employees. The organization, culture, and climate at the University of Idaho are enhanced by employees who are innovative, knowledgeable, and engaged in life-long learning through a system of professional development. These opportunities lead to a positive, dynamic, adaptable, and vital work climate in which employees share a passion for knowledge, innovation and creativity while maintaining high academic and ethical standards. For more information on Employee Professional Development and Learning, visit www.uidaho.edu/pdl.

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A. Introduction: The University of Idaho is a dynamic learning community committed to high quality, ongoing, and sustainable professional development opportunities for all employees. The university encourages employees to meet professional and personal goals through a comprehensive system of flexible learning opportunities that build and increase knowledge and skills, facilitate networking with colleagues, and support career advancement.

B. Definitions.

B-1. Professional Development: a learning process that expands the capacity of an employee to advance in the responsibilities defined in his/her position description and/or personal aspirations and aligns with the university’s goals, enhancing an employee’s expertise and ability.

B-2. Self-directed: chosen by the employee to enhance personal skills, knowledge and abilities, or for career advancement. Examples include: taking an unrelated class taken for personal interest, attending a conference, obtaining additional training.

B-3. University-directed: work-related education and training required by the University in general, the employee’s supervisor and/or the position description. Examples include: performance management and supervisory skill development, teaching, technical skills (such as grant writing, Banner training or software programs), regulatory requirements (such as certification, legal compliance), and university policy and procedure.

B-4. Training, Workshop, or Conference Presentations: development and dissemination of material that conveys an employee’s expertise, experience and knowledge to advance professional development at the University.

C. General. The focus and means of an employee’s professional development and learning activities, University-directed or self-directed, shall be guided by university and unit objectives and needs, available resources, and individual goals. Supervisors/unit administrators shall encourage, foster and expect participation in ongoing professional development and learning opportunities. Examples include: training, workshops, or conference presentations, faculty sabbatical leave (FSH 3720) or staff professional leave (FSH 3710 P), university academic courses (FSH 3740), and other activities agreed upon.

C-1. Advance Approval: Participation in professional development and learning activity shall be discussed with the employee’s supervisor or unit administrator and approved in advance.
C-2. **Supervisor Responsibilities:** Supervisors/unit administrators will support professional development and learning for all employees. During the annual review, professional development and learning opportunities shall be discussed with the employee’s supervisor/unit administrator in developing the goals for the upcoming year. The types and reasonable hours for same will be agreed upon based off the overall unit’s expectations and strategic plan.

C-3. **Expenses:** Reimbursement for participation in professional development and learning opportunities may be obtained from the unit (at the unit’s discretion) or other appropriate university source, resources permitting, and may include: travel, per diem, living expenses, and registration fees. *(see APM 70.04)*

D. **Miscellaneous.**

D-1. **Professional Development Time Reporting for Classified Employees:**

a. Self-directed professional development and learning outside regular work hours is not considered time worked and is ineligible for compansatory time or overtime *(see FSH 3460)*.

b. University-directed professional development and learning is considered part of the employees work time and as such is eligible for compensatory time or overtime *(see FSH 3460 and APM 70.04)*.

D-2. Alternative arrangements can be made for external professional development and learning opportunities through flextime and flexplace *(see FSH 3250)*.