



<b>SECTION:</b> Human Resources	
<b>TOPIC:</b> Professional Development	
<b>EFFECTIVE DATE:</b> October 30, 1988	<b>REPLACES:</b>
<b>RECONFIRMED DATE:</b>	
<b>REVISION DATE:</b>	<b>ARCHIVED:</b>
Original signed by President + CEO	

1. Financial assistance for professional development activities shall be established on an annual basis within funding availability and budget as approved by the Board of Governors.
2. Professional development shall encompass those activities associated with Professional Research (e.g. studio work; research; any project proposed by the employee which serves to benefit the employee and College community), Educational and Academic Development (e.g. educational leave; educational upgrading; professional updating), Cultural and Work Experience Exchange, and Personal Development (e.g. non-credit courses).
3. Appropriate forms for request to attend professional development activities shall be made to each employee, upon request, by Human Resources.
4. Approvals to attend professional development activities must be authorized by the appropriate signing authorities.
5. Other stipulations regarding professional development are subject to the provisions, if applicable, of the collective agreement in force between the Board of Governors and AUPE Local 39A, or ACA Faculty Association, respectively.
6. Copies of reports, programs, transcripts, commendations, etc., resulting from an employee's participation in professional development activities shall be forwarded to Human Resources for placement on the employee's personnel file.