

8.2 Training and Development Programs

The University recognizes that training and development programs improve individual and organizational performance and help the University achieve its overall institutional goals. Supervisors and their employees should develop plans to enhance skills and prepare for continually evolving responsibilities in their positions.

Since professional development is part of all employees' performance expectations, supervisors should plan for and allow release time from work for training programs determined to be mutually beneficial for employees and the University. Such release time should be granted to employees in a fair and equitable manner, regardless of experience, educational background, or job title.

Work-related training programs and professional development may be provided on campus by the Human Resources Office, Staff Senate Professional Development Committee, Faculty Senate Professional Development Committee, Center for Intercultural Teaching and Learning (CILT), or other entities/groups. Employees may register for training by registering when the training is announced. The Human Resources Office or Staff Senate or Faculty Senate Professional Development Committees can assist departments with coordinating in-house customized training opportunities to meet their specific needs.

All training that will be attended during work hours must be approved by the supervisor before attending. The supervisor must verify that the employee's attendance will not adversely affect department services.