

Sam Houston State University
A Member of The Texas State University System

Finance & Operations Human Resources Policy HR-12
Employee Development

SUBJECT: Staff Employee Professional Development

PURPOSE: To provide for the development of employees job-related professional abilities and skills and to enhance capacity to perform assigned job duties.

POLICY: Sam Houston State University (University) is committed to supporting and providing professional development training to promote professional growth in support of life-long learning. Further, it is also the policy of the University that no person shall be discriminated against in opportunities for professional development activities on the basis of race, creed, ancestry, marital status, citizenship, color, national origin, sex, religion, age, disability, veteran status, sexual orientation, or gender identity. Personnel actions are reviewed to ensure Equal Employment Opportunity (EEO) compliance.

CONTENTS: 1. Requirements
2. Eligibility
3. In-House Professional TSUS Administration

Employees

1. Requirements

Annual professional development (PD) is required of all staff employees, including administrators. Non-supervisory staff employees must complete eight (8) hours of PD and all supervisors, managers, and other executives (administrators) must complete twelve (12) hours of career-related PD annually. Employees may meet this requirement through online learning, instructor-led training, college courses, CEU courses, external workshops, conferences, seminars, or career-related coaching.

Completion and documentation of the required hours of PD will be included as part of the employee's Annual Performance Appraisal (APA). Completion of hours above those required will also be recognized and recorded on the APA. Supervisors are responsible for monitoring their employee's PD progress.

Employees are responsible for keeping their PD records current. Documentation of PD progress is maintained utilizing the University's learning management database application, Talent Management. Employees' PD hours are tracked through their Talent Management transcript. Supervisors will monitor PD progress of their employees using Talent Management.

2. Eligibility

All employees are eligible, with supervisor approval, to attend PD opportunities applicable to individual needs. Educational training and development programs are frequently offered during an employee's regularly scheduled workday.

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- c. Professional organization meetings offer a source of specialized training; attendance at these meetings is considered a method of development.
- d. Continuing education classes offered by civic organizations, community colleges, public schools, etc.

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