

Career Development

Policy/Procedure

The college supports all employees continual growth and development (both personally and professionally) as members of a learning institution. Employees are encouraged to identify possible opportunities that will offer assistance in the work they perform at the college. Supervisors should support employees by suggesting learning and development opportunities as part of the performance evaluation discussion as well as throughout the year. Both on-campus and off-campus opportunities may exist for employees. For on-campus programs, employees can regularly review the list of professional development events offered by Human Resource Services, User Services, and other campus departments. However, in order to gain specialized knowledge in a person's field may require attending off-campus workshops and conferences.

Employees can register to attend on-campus professional development programming using the college's online registration system (CLIQ) or may contact Human Resource Services at devwell@dickinson.edu or 245-1503. When cancellation is necessary, employees should provide notice 48 hours in advance in order for the hosting department to make the appropriate adjustments.

Costs associated for attending off-campus events, including travel, is the responsibility of the employee's department. Approval to attend any professional development session must be obtained from the immediate supervisor before registering. The programs offered may benefit both the employee and the department. Therefore, supervisors should consider time spent at professional development activities part of normal work hours.

Additionally, support staff employees are eligible to participate in the Conference Fund offered by the college to support attending training seminars or workshops off-campus. Supervisors must confirm that the program would enhance particular skills related to the work of the department. Funding is limited to \$200 per person per year. Requests will be funded on a first come, first served basis until the budget for the fund has been exhausted.

Related Information

History/Revision Information

Responsible Division/Office: Human Resource Services

Effective Date: July 2014

Last Amended Date:

Next Review Date:

Also Found In: