

**SHEPHERD UNIVERSITY
BOARD OF GOVERNORS
POLICY 11**

TITLE : STAFF DEVELOPMENT

SECTION 1. GENERAL

- 1.1 Scope - This policy addresses the establishment of staff training and development programs.
- 1.2 Authority - West Virginia Code § 18B-1-6, 18B-7-5.
- 1.3 Effective Date - March 21, 2006, Amending the January 10, 2002 Version of the Policy.

SECTION 2. PURPOSES of STAFF TRAINING and DEVELOPMENT

- 2.1 The central basis for the institution's development program should be to enhance the professional level and effectiveness of the staff member in his/her assigned duties and to broaden the individual's knowledge and skills for future job assignments, where appropriate. While there are many by-products of training (e.g., increased knowledge and personal satisfaction), the real measure of success must be improved job performance.

SECTION 3. DEFINITION of STAFF TRAINING and DEVELOPMENT

- 3.1 Training and development activities will differ in breadth in relation to the needs and resources of individual units within the institution. The purpose of training and development is to increase professionalism, productivity, and individual and organizational effectiveness. Examples of such activities include, but are not limited to: skills acquisition, job-related skill enhancement, personal and career development, instructional development, and research and scholarship, where appropriate.

SECTION 4. STAFF ELIGIBILITY and PARTICIPATION

- 4.1 Any person who is an employee is eligible for staff training and development in accordance with this policy. Participation of eligible personnel is assumed as an inherent part of staff responsibility.

SECTION 5. BOARD of GOVERNORS: ROLES and RESPONSIBILITIES

- 5.1 The board shall:
 - 5.1.1 Require the President and senior administrators to develop and operate a staff training and development program appropriate to the needs and resources of the institution.
 - 5.1.2 Require that the President and senior administrators support such activities by designating a portion of the funds each year for staff training and

development, and report annually the status of their staff training and development programs.

- 5.1.3 Establish campus-wide direction, priorities and plans for staff development.
- 5.1.4 Require the President or designee to serve as a clearinghouse of information on programs, conferences, training, materials, research and other matters relevant to staff development.
- 5.1.5 Require the President or designee to sponsor and support conferences and workshops on staff development on a regular basis.
- 5.1.6 Assist the institution in establishing, upgrading, evaluating or refining staff development programs and in developing techniques and procedures for assessing the effectiveness of staff development programs.

SECTION 6. UNIVERSITY STAFF: ROLES and RESPONSIBILITIES

- 6.1 The President or his/her designee shall establish a functioning staff training and development program. The respective groups representing the participants shall be consulted and involved in creating that program, utilizing any appropriate advisory committees.
- 6.2. The campus program shall include the following:
 - 6.2.1 A method for identifying training and development needs.
 - 6.2.2 A scheduled set of training and development activities, seminars, teleconferences, apprenticeships, on-the-job training, supervisory skill development programs, etc.
 - 6.2.3 An annual written report on training and development activities, including a summary of financial resources dedicated to the program, that is distributed on the campus.
- 6.3 The President or his/her designee shall establish appropriate organizational structures, procedures, standards and criteria for the on-going operating and assessment of the staff training and development program.
- 6.4 The President and director of human resources have the responsibility to support staff training and development since such administrative support is instrumental to achieving the personal and institutional benefits of such a program.
- 6.5 To the extent practical, the University will provide financial and logistical support to operate its staff training and development program.