



AP 7160 Professional Development

References:

NWCCU 2020 Standard 2.F.2

Purpose

Rogue Community College (RCC) is committed to fostering excellence in education and service by continuously developing its most valuable resource: employees. Annual participation in professional development and training is a cornerstone of this commitment, ensuring that employees have the skills and knowledge to contribute effectively to the College's mission.

Definitions

- Professional Development: Activities that enhance employees' knowledge, skills, and abilities, contributing to their professional growth and alignment with the College's mission.
- Training: Specific activities designed to ensure job readiness, compliance with laws, and alignment with College policies and procedures.

General Guidelines

RCC provides a variety of opportunities and support for the professional development of all employees throughout each fiscal year. Offerings include those provided by the Teaching & Learning Center, Outcomes & Assessment, Human Resources, Information Technology Services, Risk Management, the Office of Diversity, Equity, & Inclusion, and others. Employees are encouraged to consult the Rogue Report and other official communication channels for specific opportunities.

The College is committed to providing professional development and training opportunities that align with the needs of employees, their roles, and the College's mission. While access to opportunities is available to all employees, the type, frequency, and extent of participation may vary based on job responsibilities, operational needs, and departmental priorities.

Responsibilities

The College extends responsibility for professional development and training to all levels of the organization as follows:

The College

- Provide opportunities that enhance employees' skills and capacity to contribute effectively to the College's mission.
- Ensure compliance with legally mandated, compliance-related, and College-required training.



- Communicate professional development priorities, goals, and relevant trends affecting the College.

Leadership (Deans, Directors, and Department Chairs)

- Identify and communicate professional development priorities aligned with departmental and College goals.
- Plan for professional development within department budgets and adopt flexible strategies to encourage participation.

Supervisors

- Assess and communicate individual employees' professional development needs.
- Plan for and support participation in activities during work hours.
- Ensure timely completion of legally mandated, compliance-related, and College-required training.
- Collaborate with employees to develop professional development plans.

Employees

- Actively participate in designated professional development experiences and complete all required training.
- Collaborate with supervisors to create and implement professional development plans.
- Continuously assess job-related skills and seek appropriate opportunities for growth.

Professional Development Opportunities

RCC promotes participation in professional development activities designed to promote, maintain, and enhance academic and professional expertise. Examples include:

- Training in learning pedagogy;
- Participation in professional networks, associations, or accreditation opportunities related to employees' job responsibilities;
- Conferences, seminars, workshops, webinars, classes, or continuing education;
- Internal learning opportunities and activities facilitated by the Teaching & Learning Center, Outcomes & Assessment, Human Resources, Information Technology Services, Risk Management, the Office of Diversity, Equity, & Inclusion, and others;
- Online courses available through the College's employee learning management platform;
- Other activities agreed upon by employees and supervisors that support the College's mission.

Mandatory Training

All employees must participate in legally mandated and compliance-related training to ensure adherence to applicable local, state, and federal laws and/or to ensure job



readiness. Legally mandated and compliance-related training will occur in the first months of employment for new hires and annually for existing employees. Failure to complete required training may result in disciplinary action.

College-Required Professional Development

RCC reserves the right to require employees to participate in College-required professional development and training to address strategic needs or ensure professional competency. Employees will receive timely communication regarding these requirements.

Professional Development Days

The College has designated the following as Professional Development Days to support employee growth and support the institution's mission:

- **Spring Inservice:** Held during the Spring term and reflected on the academic calendar, this day is intended for all employees to engage in activities focused on the College's strategic priorities and initiatives. RCC is closed to the public on this day to ensure full participation. The Professional Development Council, with support from the Office of the President, designs and coordinates the activities for this event.
- **Teaching and Learning Inservice:** Occurring during the week prior to the start of the Fall term, this day is intended for employees who teach. It provides faculty an opportunity to reflect on teaching practices, refine pedagogy, and focus on achieving learning excellence while fostering collective readiness for the academic year. Activities for the Teaching and Learning Inservice are designed and coordinated by the Teaching & Learning Center and the Student Learning & Success Leadership Team, with support from the Professional Development Council.
- **Service Professional Inservice:** Typically held during the summer, this day is dedicated to employees who provide support services. It is designed to help staff reflect on customer service practices, enhance student engagement strategies, and achieve excellence in service and operations. The Professional Development Council oversees the planning and coordination of this event.

Funding Sources

Funding for professional development activities varies depending on the activity and employee type. Available funding sources include:

- **Professional Growth Funds:** Eligibility, requirements, and amounts depend on the employee type and are subject to the applicable collective bargaining agreement,



contract, or handbook. Additional information and forms are available on the HR SharePoint site.

- Department Funds: Supervisors may allocate departmental funds for professional development activities that enhance operational efficiency or effectiveness, depending on budget capacity.
- Tuition Waiver Benefits: Eligibility, requirements, and amounts depend on the employee type and are subject to the applicable collective bargaining agreement, contract, or handbook. Forms are available on the HR SharePoint site.

The College strives to offer professional development opportunities at no cost whenever possible.

Credential-Related Expense and Membership Reimbursement

RCC may reimburse or directly cover the cost of required licenses, certifications, and professional membership dues when such credentials or memberships are required by law, regulation, accreditation standard, job description, or are otherwise deemed essential for the employee to maintain professional standing, certification, or effective performance in their current role. Such reimbursements require prior approval and are subject to the availability of funds and alignment with College priorities.

Expenses related to degrees, optional certifications, or other credentials intended for personal or professional development, career advancement, or voluntary enhancement of professional skills may be eligible for support through the use of Professional Growth funds or a tuition waiver, subject to eligibility, available funding, applicable guidelines, and appropriate approvals.

Summary

RCC believes that investing in professional development is essential for fostering a culture of innovation, collaboration, and excellence. Through mutual commitment and shared responsibility, RCC employees and leadership work together to create a dynamic learning environment that supports the College's mission, vision, and values.

Rescinds Policy Number: None

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