Colby-Sawyer College
Staff Development Program

Purpose
The Colby-Sawyer College Staff Development Program is designed to foster job satisfaction and productivity through encouragement of personal and professional growth which supports the overall mission of the College.

Objectives
* To provide support to all staff in expanding their knowledge base, adding job-related skills, and enhancing the resources available to them.
* To encourage participation in relevant workshops, conferences, and academic pursuits, on and off-campus.
* To encourage participation in appropriate professional organizations.
* To provide appropriate technological resources, including requisite training, to stay current in the staff member's profession.
* To allow time and resources for personal development, as resources allow.

OUTLINE

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Vice Presidents
Since the personal and professional development of all staff should be an institutional as well as departmental concern, the Vice Presidents will serve as the driving force behind staff development initiatives in their areas. Vice Presidents will conduct on-going needs assessments in their areas, and recommend courses of action which address those needs. Operating budgets and endowment funds may be drawn upon as well as on-campus resources to meet the needs of individuals and departments. Endowment funds should be requested through the Human Resources Office.

Staff Development Group
The Staff Development Group consists of any and all interested staff members. The Group will meet regularly to address issues of common interest to all staff. These meetings will be held on college time, and all managers will be encouraged to provide the flexibility necessary for staff members to attend. The Group serves as a ‘think tank’ for the Human Resources Office, so that they may make recommendations and decisions based upon the most direct and current input from staff. It also serves as a regular vehicle for disseminating and discussing information that may be relevant or of interest to staff. This group identifies the issues and concerns that are of importance to them, and joins in the process of setting the agenda for future meetings. The president joins the group periodically as his schedule permits.

II Types of Professional and Personal Development

- Professional Development Programs sponsored by Human Resources
  The Human Resources Office organizes professional development programs based on assessed needs and staff recommendations. Examples include Sexual Harassment Awareness, Personal Financial Planning, Nutrition Information, Interview Workshops and a variety of events supporting employee benefit programs.
  Funding: Human Resources operating budget

- Information Resources Workshops
  IR organizes a series of ½ day and full-day workshops in computer laboratories on campus. Professional trainers and Colby-Sawyer College staff members facilitate classes on technology and software used by multiple departments on campus. Courses are chosen based on staff requests and institutional need.
  Funding: Endowment Funds

- Departmental Retreats & Workshops
  Several departments regularly organize yearly "retreats," workshops, or days away for assessment of departmental functions, team building exercises, battery recharging, and other valuable exercises. These activities are encouraged, and those departments wishing to share their successes with these endeavors should feel free to do so through the Staff Development Group. Likewise, those departments looking for guidance in starting a departmental retreat should consult with Human Resources.
  Funding: Departmental operating budgets
Memberships
Memberships in professional organizations are an excellent way for staff members to gain valuable knowledge and experience in their fields of expertise, as well as to generate networks which can be a valuable source of information sharing in the future. The college encourages membership in such organizations, but encourages staff members to be purposeful in choosing affiliations for which the college will be paying. Therefore, the department manager or VP must approve the payment of membership fees for staff employees, and should also help employees align themselves with the organizations which can provide the most value to the individual and the college. The cost of institutional memberships in professional organizations should be included in departmental budgets, and therefore approved and paid for at this level. Individual memberships which assist in the personal development of the individuals but do not provide the college with significant institutional benefit will not be subsidized.
Funding: Departmental operating budgets

Conferences, travel
Those conferences which are required by the department manager or VP should be budgeted and paid for out of the individual department budgets.
Funding: Departmental operating budgets

Colby-Sawyer College Courses

Optional
Courses which are not required to meet the minimum requirements of the current position may be taken during the workday only with the permission of the manager. Payment of processing fees and making up of any lost time are required. (See Tuition Remission Procedures)

Required
Courses which are required in order for the employee to meet the minimum requirements of the current position (or one into which the employee has been promoted) will not require the normal processing fee or the making up of lost time. This must be approved by the Human Resources Manager.
Funding: Human Resources operating budget

Courses at Other Institutions
Employees may apply for Endowment Funds or Professional Development Funds, through their area VP, to take courses at other institutions (including correspondence courses). The NHCUC member colleges do not presently allow for staff members to participate in the tuition exchange program (only available for dependents of employees).
Funding: Departmental operating budgets and/or endowment funds

III Endowment Funds
Unplanned or non-routine expenditures such as educational or training programs which are not required but which may be considered helpful to the employee and/or the department may be eligible for endowment funds. Employees should apply for these funds using the "Staff Development Fund Request" form on page 5.

**Endowment Fund Guidelines**

Employees who require funding to support off-campus professional development efforts may apply for endowment funds through the Human Resources Office. Limited funds are allocated once each fiscal year to the Human Resources Manager, who, in turn, will consult with Senior Officers in awarding funds to individuals. Awards will not normally exceed $1,000 per person in any one year. Awards are made twice each year, in October and February. If the requests exceed available funds, prioritizing criteria will include the relevance to the employee’s current or anticipated position at the college, and prior funding, if applicable.

Staff members should complete the attached Application for Endowment Funds, and return it to the Human Resources Office by the established deadline for the fiscal year.

Funding must be used in the fiscal year in which it was awarded. Staff members may apply to be reimbursed for courses/workshops they have already taken, but the course/workshop must have occurred in the fiscal year of the award. Those who are awarded funds and are not able to use them should notify Human Resources as soon as practical. Those who repeatedly accept but do not use awards and do not notify Human Resources may jeopardize their eligibility for future awards.

**Please note:**

- In order to provide support to as many staff members as possible in a timely fashion, the **February 5 deadline** will be strictly adhered to. Only complete, approved applications will be accepted for processing. The Human Resources office will be glad to answer any questions you may have about the application process prior to this date.

- The methods of accessing funds will be distributed to all staff members receiving awards.

- Regardless of the amount awarded, only verifiable expenses related to the business of the training or workshop, and travel appropriate for such an endeavor, will be reimbursed.
Application for Endowment Funds - STAFF

Name __________________________ Position and Department __________________________

Hire Date __________________________ Campus Extension __________________________

Project/Seminar/Course title: __________________________________________________________
Date and location: _________________________________________________________________

Describe this project's application to your current or anticipated position at Colby-Sawyer:
(Please attach copy of brochure/description/on-line registration if available)
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________

Amount Requested:
Registration fee: __________ Transportation: __________
Lodging: __________ Other (describe): __________
Tuition: __________ TOTAL AMT. REQUESTED: __________________________

I have read and understand the Staff Development Program guidelines:
____________________________________________________________________________
____________________________________________________________________________
Employee’s signature __________________________ Date __________________________

Manager’s comments: ____________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
Manager’s signature __________________________ Date __________________________

Return completed applications to Human Resources by February 5, 2007. You may receive and submit this application by e-mail: kkarr@colby-sawyer.edu (Manager may approve the application through separate e-mail)

Amount awarded: __________ Reason awarded/denied: __________
Receipts processed: __________ Employee notified: __________