

NUMBER: 450
SUBJECT: FACULTY/STAFF PROFESSIONAL GROWTH AND DEVELOPMENT PLAN
APPROVAL DATE OF LAST REVISION: JANUARY 24, 2011
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450.1 – PLAN

Bridgerland Technical College encourages and provides for faculty/staff professional growth and development in the following ways:

- (a) ~~The Promotions Committee~~ **In-service training opportunities will be planned and provided annually at the College** ~~will provide in-service training opportunities at no cost to faculty and staff members.~~
- (b) Employees are encouraged to participate in professional organizations related to their work assignment as a means to promote **current industry practices along with** continued professional education and development. ~~Reasonable costs associated with this affiliation will be charged to the respective department budget and require the use of an appropriately approved purchase order or an appropriately approved Travel Authorization and Reimbursement Form.~~
- (c) **Employees are encouraged to attend training and conferences provided by the Utah System of Technical Colleges.**
- (d) **Faculty are encouraged to maintain relationships with professionals from business and industry and attend conferences, seminars, or courses related to their program and/or accrediting/licensing/regulatory changes.**

~~Teachers are encouraged, but not required, to maintain their Utah State Teaching License by attending conferences and seminars. Reasonable costs associated with this training will be charged to the respective department budget and require the use of an appropriately approved purchase order or an appropriately approved Travel Authorization and Reimbursement Form.~~

Reasonable costs associated with professional growth events will be charged to the respective department budget and require the use of an appropriately approved purchase order or an appropriately approved Travel Authorization and Reimbursement Form.

Documentation of professional growth participation will be tracked and kept on file at the College.

~~State training will be recorded and tracked through the Utah State CACTUS (Computer Aided Credentials of Teachers in Utah Schools) system. Training credited with continuing education units will be tracked through the participant's institutional transcripts. In-service training provided through the College will be recorded and maintained on roll sheets. These roll sheets are scanned electronically and kept on file.~~