

NUMBER: 450

SUBJECT: FACULTY/STAFF PROFESSIONAL GROWTH AND DEVELOPMENT PLAN

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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) 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.
- (b) Employees are encouraged to participate in professional organizations related to their work assignment as a means to promote 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) The Promotions Committee will provide in-service training opportunities at no cost to faculty and staff members.

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.