

SECTION XI

STAFF DEVELOPMENT PROGRAM

1. PHILOSOPHY/GOALS

The primary goal of the COM-FSM Staff Development Program is to provide as many staff/faculty as possible, in all categories, the opportunity for development by:

- Allowing participation in professional activities which not only serve to develop or revitalize the employee but also provide benefits to the College;
- Providing opportunities for staff to remain current in their fields, improve their technique/skill, and maintain intellectual vigor;
- Encouraging individual personal growth. Such activities focus on improving the individual personally with the assumption that a better person makes a better employee;
- Fostering organizational development. Such activities focus on increasing management effectiveness, developing better understanding of the College's mission and goals among all staff, and increasing effectiveness in the day-to-day operation of the College; and
- Continuing training of indigenous staff/faculty towards an advanced degree.

In short, the goals of the program are:

- Maintain institutional vitality
- Foster organizational development
- Promote professional development
- Promote personal development
- Promote advanced education for indigenous staff

2. IN-SERVICE

Upon recommendation of the supervisor and approval of the President, release time may be granted with or without pay to employees for, in-service development programs or classes. (See Section IX.7.a.)

a. Funding Criteria

When applying for in-house funding the applicant must show that there is a genuine interest in the workshop/training. The workshop must be attended by a minimum number of participants in order for funding to be received. The minimum number will vary according to the topic for said workshop/training.

3. OFF-ISLAND

a. Application

Requests for funding or off-island educational leave should be made on the Staff Development Application Form (See Appendix I). The proposal should include a statement regarding the activity and how it would promote growth and revitalization of the individual and the College. Complete forms must be received by each deadline date which are twice a year, October 1 for the spring and May 1 for the fall. Applications for off-island educational leave will not be considered without a program brochure, a letter of acceptance, a letter of recommendation from supervisor, an itemized list of expenses, and the Staff Development Application Form.

- i Staff Development funds are limited to regular employees.
- ii Care should be taken when requesting staff development funds. All costs should be anticipated in advance of the activity. The Staff Development Committee will not provide additional funding beyond the approved funding commitment. Funding maximums for meals, lodging and airfare are to be noted on the application form. Payments for other costs will be made directly to businesses or institutions whenever possible.
- iii Applications for staff development funds must be submitted prior to the activity; therefore, activities that have already been attended will not be considered.

b. Travel Advance

After receiving approval from the Staff Development Committee and the President, the Travel Advance request must be submitted to the Business Office a minimum of one (1) week in advance of the trip. Only 80% of funding for lodging and meals will be paid to the applicant in advance. Reimbursement will be made to the applicant when the Business Office receives all receipts.

c. Restrictions

Since staff development may be taken in many forms, depending on the job of the applicant, restrictions as to use may be flexible. They should include but not be limited to conferences, workshops, short courses, licensing activities, and degree programs.

- i Leave-with-pay will be limited to two years. If additional time is needed to complete a degree program, the applicant will do so without a salary from the College. Failure to return after given time results in loss of position and the applicant will be responsible for the return of all funds to the school.

- ii If the employee has received full funding for the requested activity from other sources then the employee is not eligible for staff development funds.

d. Report

To reflect the effectiveness of the activities funded, a staff development activity report must be submitted to the Staff Development Committee with copies of a trip voucher and all receipts within five (5) working days of the employee's return to campus and a presentation given to an open forum of faculty/staff and students of the college within one (1) month of an employees return. All original vouchers and receipts must be submitted to the Business Office within five (5) working days of the employee's return.

e. Funding Criteria

Funds will be awarded on the basis of personal and professional growth. Recommendations for the acceptance or rejection of applications will be made by the Staff Development Committee to the President. The President has the final decision making authority and conveys that decision to the Chair of the Staff Development Committee. Individuals whose applications are not accepted have the right to appeal in writing within ten working days. The Staff Development Committee will then call a special meeting to review the appeal within 5 working days.

- i Priority will be given to the following requests: a) the benefit of the request to both the College and the employee, b) to requests made by staff/faculty with seniority, c) to requests made by staff/faculty who have never received funding from Staff Development, and d) conference presenters.
- ii If several requests have been submitted for the same activity/conference, the committee may decide to grant partial funding so several individuals may attend or full funding to only one applicant.
- iii Requests received after the deadline date will be considered on a first-come-first-serve basis.
- iv The Staff Development Committee reserves the right to award less funds than is requested on the basis of funds available and the number of applications received.

f. Breach of Contract

If the employee withdraws from the program/conference for reasons other than prolonged illness or a death in the immediate family, the employee shall be obligated to reimburse the College for all staff development expenses incurred.

- i Withdrawal from the program/ conference due to illness or medical reasons must be substantiated by a physician's statement of the employee's inability to complete the program, and by verification of official withdrawal from the College, if applicable. The above documents must be submitted to the Staff Development Committee. Failure to comply with the above shall obligate the employee to reimburse the College for expenses incurred.
- ii An employee who does not fulfill his/her responsibility in completing a long-term training will lose his/her contract with the College.
- iii An employee who resigns from the College while on or during staff development shall reimburse the College for all expenses incurred as indicated in Section XI.3.f. above.

4. STAFF DEVELOPMENT COMMITTEE

The purpose of the Staff Development Committee is to review and recommend faculty/staff/administration's requests for all development activities.

a. Membership

Membership of the Staff Development Committee shall be appointed by the College President at the beginning of the school year and shall serve on the committee for 2 school years. If for any reason a Committee member must resign their position, a new member will be appointed as soon as possible.

- i The Committee shall be composed of a minimum of the following:
 - Two (2) faculty from Instructional Affairs
 - One (1) staff from Student Services
 - One (1) staff from Administration
- ii Copies of all Committee proceedings and minutes will be filed after each meeting with the College President. An end of the year summary report detailing all professional activities undertaken will also be submitted to the College President.
- iii Within one week of each Committee meeting in which applications are considered, the Chairperson will write a memo to the College President regarding applications, timetables, and amounts recommended. The President will have one week to approve or disapprove these recommendations and notify the applicant.

5. IN-HOUSE TRAINERS OR WORKSHOP /CONFERENCE LEADERS

To be an approved staff development workshop, conference, or training a plan of action and objectives must be submitted to the Committee and after completion of said activity an evaluation must also be submitted.

Each faculty/staff that conducts an approved staff development workshop, conference, or training will receive two (2) hours of compensation time for every one (1) hour of workshop/conference or training done under staff development approval.

Upon completion of each in-house staff development the Chairperson of the Staff Development Committee will submit to the Business office all time incurred on a time sheet.