

CHAMPLAIN REGIONAL COLLEGE OF GENERAL AND VOCATIONAL EDUCATION



POLICY ON PROFESSIONAL DEVELOPMENT FOR MANAGEMENT STAFF

This policy was adopted for the first time by Board of Governors' resolution number 2043 on February 26, 2003 revised by resolution number 2461 on October 24, 2008.

Preamble

In accordance with the *Mission, Values and Vision Statement*, the College affirms the importance of professional development for its management staff as a means of promoting excellence within the College community and student success.

Article 1 Purpose

- 1.1 The purpose of this policy is to encourage professional development for the management staff and to facilitate access to funds made available by the College.

Article 2 Designations

- 2.1 This policy has been developed to meet the objectives of :
- Bylaw 4 concerning Human Resources management
 - Policy for Management Staff (Chapter 12)

Article 3 Definitions

- 3.1 For the purpose of this policy, the following expressions mean:

Local Association refers to a local committee of the *Association des cadres des collèges du Québec (ACCQ)*, a professional association recognized by the Government as the spokesperson for College management staff.

Management Staff refers to all *cadres et gérants* personnel, full-time or part-time, permanent or non-permanent, temporary or replacement.

Temporary and Replacement Management Staff refers to a *Cadres et gérants* personnel hired for a determinate period or for a replacement period.

Professional Development refers to instruction, training, or other activities that would assist management staff in the performance of his or her duties.

Instruction or Training refers to credit or non-credit instruction, training or other activities (e.g. seminars, workshop, etc.) attended either in person or via electronic means.

Group activities refer to professional development that would benefit:

- College-wide management staff (training organized by the PD Committee);
- College Administration or a Campus group (management staff from one or more locations);
- Management staff attending a training activity in the educational milieu (i.e. CSSR; MELS; ACCQ...).

Article 4 Application

- 4.1 This policy applies to all management staff.
- 4.2 The Committee reserves the right to deny a professional development activity for temporary or replacement management staff.

Article 5 Professional Development Committee

- 5.1 The committee is composed of a representative from each location.
- 5.2 All members of the committee are appointed for one year. The mandate is renewable each year as recommended by the Director General or Directors at their respective location and confirmed at the annual All-Management Committee meeting.

Article 6 Responsibilities

- 6.1 The Board of Governors approves this policy and its revisions.
- 6.2 The Director General approves all professional development activities recommended by the committee.
- 6.3 The Professional Development Committee is responsible for the development, application, promotion, evaluation, and revision of the policy. It makes recommendations to the Director General.

- 6.4 The Committee must produce an annual report of all training and activities approved in a given year, a financial report, and observations, if applicable, on the need to revise this policy. Such documents will be presented at the All-Management meeting.

The Committee assesses professional development needs by conducting an annual survey at the beginning of the academic year.

- 6.6 The Committee is responsible for developing and overseeing the application of the Guidelines attached to this policy as Annex 1.

Article 7 Professional Development Requests and Funding

- 7.1 All professional development requests must be submitted as outlined in Annex 1.
- 7.2 A request for group training is funded in accordance with Chapter 12 of the Policy for Management Staff.
- 7.3 The Director General or the Campus Directors at their respective location are responsible for approving and funding individual training other than those defined in Article 3.1 as Group Activities.
- 7.4 All new management staff are encouraged to attend the *Fédération des cégeps'* general and or job specific orientation session.

Article 8 Implementation and Revision of this Policy

- 8.1 The policy is in effect upon adoption by the Board of Governors until a revision is requested by the College, the local Association or a majority of the management staff who are not members of the Association.
