

ALGONQUIN COLLEGE DIRECTIVE	NO. OF PAGES 2	DIRECTIVE NO. D1
	ORIGINATOR Vice President, Academic	
	APPROVED BY C.E.C.	
TITLE PROFESSIONAL DEVELOPMENT	EFFECTIVE DATE 1988.11.02	REPLACES 1984.09

BOARD POLICY

It is the policy of the Board of Governors that the College shall ensure that the quality of education is maintained. Therefore, staff members shall be encouraged to participate in activities that will enhance their professional contribution to the College.

MANAGEMENT POLICY

It is the policy of the College to support the professional development of its employees.

PROCEDURE

General

1. All professional development activities should reinforce and assist in the attainment of academic and/or administrative excellence. While the individual has a primary responsibility for his/her own development each supervisor is accountable to his/her superior, within the resources available, for the professional development of those individuals he/she supervises.

IMPLEMENTATION

2. Annually, each supervisor shall undertake long term planning in conjunction with his/her constituents to prepare a needs analysis. Based on this analysis, the supervisor shall present annually to his/her superior, an action plan which, if necessary, shall also include budget requirements.
3. As part of the action plan, each supervisor is to ensure, where appropriate, that instructional seminars are provided for faculty. These are to assist in providing information on pedagogy, designing instructional objectives, evaluation techniques, use of various teaching strategies, preparation of teaching material and aids, and other education techniques.

4. The availability of individuals to attend seminars will vary, but May/June are the best times for holding day seminars. Other times may also be utilized if personnel and resources can be made available. Part-time faculty should be considered for this type of training, and if not available during the day may be able to participate in weekend and/or evening sessions.
5. The sharing of information concerning plans and results should be an integral part of the professional growth cycle. The overall degree of success achieved by the supervisor in fostering professional growth amongst his/her employees could well be reported as part of his/her performance appraisal.

Orientation

6. There is need for an introductory routine for new staff members, and Schools could provide information on the following:
 - 6.1 the philosophy and goals of the School involved;
 - 6.2 the School organization chart; and
 - 6.3 the various College and School facilities with which the individual should be acquainted.

Additionally, departments are to ensure that new staff members are fully acquainted with program and/or administrative detail appropriate to the individual's position.

(original signed by)
Vice President, Academic

(original signed by)
President