

**POLICY  
BOARD OF TRUSTEES  
MAYLAND COMMUNITY COLLEGE**

**Title: PROFESSIONAL DEVELOPMENT**

**Type: PERSONNEL**

**POLICY NO: 4.009**

**Policy Adopted: February 16, 1998**

**EFFECTIVE DATE: 9-16-13**

**AMENDED DATE: 9-08-08; 9-16-13**

***Charles Ronald Kates***  
**Chairman**

**AUTHORITY: SACS 3.7.3**

Mayland Community College is committed to the professional development of its faculty and staff, and will offer its employees with opportunities to upgrade their job skills, improve their opportunities for promotion, and enhance their personal development.

The Board of Trustees authorizes the President to establish and implement a professional development program that, at a minimum, provides for:

1. Opportunities to strengthen and improve the knowledge, skills and abilities necessary for employees to perform their assigned job functions at an optimum level;
2. Education for new employees in how to perform their jobs, orientation to the operations of the College, and training for current employees in how to teach new employees;
3. Encouragement to all employees to improve their skills and increase their job knowledge through a Performance Management Plan of professional development that supports their assigned job function as part of the mission and purposes of the College; and
4. Expenditures of funds, subject to availability, that support the goals and aims of this policy.