

STATE BOARD FOR COMMUNITY COLLEGES AND OCCUPATIONAL EDUCATION

EMPLOYEE PROFESSIONAL DEVELOPMENT AND FACULTY SABBATICAL LEAVE

BP 3-65

APPROVED: May 8, 2000
EFFECTIVE: June 8, 2000
REPEALED: September 14, 2000
READOPTED: August 25, 2001
REVISED: **DATE**

REFERENCES: C.R.S. 23-5-117; C.R.S. 23-5-123; State Fiscal Rules; State Personnel Rules

APPROVED:

The Honorable S.R. Heath, Jr., Chair

Policy Statement

The State Board for Community Colleges and Occupational Education (Board) is committed to providing professional development opportunities for faculty and staff that foster organizational development through activities that develop a better understanding of the system/college role and mission, enhance student learning, develop leadership and management skills, and promote individual and organizational effectiveness. Professional development is a shared responsibility between the System, College and the employee. Participation in professional development activities is not an entitlement but is granted on the basis of merit.

The Board is further committed to maintaining a high caliber of faculty within the Colorado Community College System (CCCS or College). The Board recognizes that faculty sabbaticals play an important role in developing and enhancing faculty expertise and promoting faculty excellence in teaching. The Board delegates the authority to approve faculty sabbatical plans to the Chancellor and his or her designee, who will communicate approved sabbatical plans and post-sabbatical reports to the Board.

Scope

Faculty, instructors, administrators, professional/technical staff, and classified employees may be eligible for professional development opportunities. As to sabbatical leave, only regular faculty, as defined by BP 3-10, may request this leave and approval is subject to criteria outlined in this policy and applicable procedures.

Professional Development

The System Chancellor/College President at their discretion may grant time with full pay, reduced pay, or without pay to eligible employees at the System Office/College to

improve individual effectiveness, to improve the ability of the organization to meet established goals and objectives, to improve job competencies, to ensure workplace currency, to work toward the completion of a degree, or other job related activities.

Time granted under this provision will be in accordance with Board policies, State laws, State Fiscal Rules, State Personnel Rules, and in consideration of budgetary needs, work schedules, and the impact on the ability to fulfill the role and mission of the College or the System.

The System Office and Colleges should collaborate where possible in order to ensure professional development opportunities for all interested employees. The following models provide the framework for a comprehensive professional development program designed to improve the effectiveness and/or professional competencies of all employees:

Orientation Programs

Designed to ensure that new employees are introduced to the organizational structure, culture and to those policies and procedures that will affect them.

Basic Skills Training

Designed to ensure that employees are given the necessary job specific skills needed to be successful in their job.

Professional Growth/Improvement

Designed to provide opportunities for employees to enhance their professional competencies through advanced study, focused workshops, seminars and other training/educational opportunities.

Supervisory Training

Designed to ensure that those individuals with supervisory responsibilities are trained in the fundamentals of supervision including selection, evaluation, conflict resolution and other necessary skills.

Management and Leadership Development

To promote and support programs designed to strengthen management and leadership skills of community college employees at all levels.

Sabbatical Leave for Regular Faculty

Sabbatical leave may be granted to regular faculty at any time after completion of at least six consecutive full-time (including approved leave), academic year contracts of employment in regular positions (i.e. in the seventh year). Sabbatical leave is for the purpose of encouraging regular faculty members to develop skills and abilities, which will be of significant benefit to the faculty member and which results in adding value to CCCS and students' education.

Procedures

The Chancellor shall promulgate procedures necessary to implement this policy.