

**EASTERN WEST VIRGINIA COMMUNITY & TECHNICAL COLLEGE  
BOARD OF GOVERNORS  
POLICY NO. BP-5.4**

**TITLE: STAFF DEVELOPMENT**

**SECTION 1 GENERAL**

- 1.1 Scope Policy regarding employees and faculty continuing education and development programs.
- 1.2 Authority West Virginia Code Sections 18B-1-6 and 18B-7-5
- 1.3 Effective Date July 17, 2003; October 23, 2019
- 1.4 Repeal of Former Rule Repeals and replaces Eastern West Virginia Community & Technical College Board of Governors Policy No. BP-5.4, titled "*Staff Development*," effective July 2, 1990, and BP-5.5, titled, "*Faculty Development*," effective August 21, 1988.

**SECTION 2 DEFINITIONS**

- 2.1 "Staff": Full-Time regular, benefits eligible employees employed by Eastern West Virginia Community & Technical College, including administrative, professional, and administrative support/secretarial position job titles.
- 2.2 "Faculty": All instructional personnel, including, but not limited to, full-time instructors, adjunct instructors, and workforce education facilitators.

**SECTION 3 STATEMENT**

It is the policy of the Eastern West Virginia Community & Technical College Board of Governors to encourage continuing education and staff development through additional academic study or training, which better equips them for their duties at the College.

**SECTION 4 FUNDING**

Subject to availability and budgetary restrictions, institutional funds allocated or made available may be used to compensate or pay expenses for staff development purposes.

**SECTION 5      DELEGATION of AUTHORITY**

The President, with the advice and assistance of staff councils and other faculty assembly if applicable, shall be responsible for establishing and administering institutional regulations concerning classified employee and faculty continuing education and development programs.

**SECTION 6      SELECTION CRITERIA**

Selection criteria for staff development shall be made on non-partisan basis, using fair and meaningful criteria, to afford all staff opportunities to enhance their skills.



---

BOARD OF GOVERNORS, CHAIR

10-23-19  
DATE