

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

TITLE: STAFF DEVELOPMENT

SECTION 1. GENERAL

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| 1.1 | Scope | Policy regarding classified employee 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 |
| 1.4 | Repeal of Former Rule | Repeals and replaces Eastern West Virginia Community & Technical College Board of Governors Policy No. BP-5.4, titled " <i>Staff Development</i> ," effective July 2, 1990, and BP-5.5, titled, " <i>Faculty Development</i> ," effective August 21, 1988. |

SECTION 2 DEFINITIONS

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

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 senate, 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

July 17, 2003
DATE